



ALCOHOL, DRUG & MENTAL HEALTH SERVICES  
MARYE L. THOMAS, M.D., DIRECTOR

Alameda County Substitute Payee Program  
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QIC 28005

Date: January 20, 2005  
To: All Sub-Payee Case Managers and Contact Staff  
From: Elsie Garcia, Sub-Payee Program Unit Supervisor  
RE: Employed Sub-Payee Clients

This is to serve as a reminder to everyone that if you have any Sub-Payee clients who are employed, either full time or part time, working through Vocational Rehab Programs, or any other type of job: **Verification of earnings or wage stubs must be submitted to the Sub-Payee worker each week or each month.**

In addition, it is required that the previous month's wage verification be submitted to us by the 10<sup>th</sup> of each month.

Social Security mandates that we are to report all income in a timely manner otherwise the client's benefits may be suspended or terminated. If you have a client who is working, it is your responsibility to report this to us and to obtain all wage stubs each week or each month and fax or mail them to the Sub-Payee Unit. If we do not receive your client's wage stubs each month, this may be cause for termination from the Sub-Payee Program. You must closely monitor your client's employment status. If your client terminates employment for any reason, you must immediately notify the Sub-Payee worker. We will require the date of the last day worked and the last wage stub.

If your client provides wage verification directly to Social security, you are still required to submit verification to the Sub-Payee Unit. Since we are the payee, it is our responsibility to maintain a record of all income received by all clients according to Social Security regulations.

Additionally, Social Security requires that your clients apply for Unemployment Benefits if employment is terminated for any reason. The Sub-Payee Program requires that you fax or mail written verification that an application has been submitted to us in order to show that we are in compliance with Social Security regulations. You can assist you clients with the unemployment application by applying for them online at <http://www.edd.ca.gov/uiappind.htm>

If you have any questions or concerns regarding this matter, please let me know. Thank you for all your continued cooperation in providing the best possible services for all of our clients.

