



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

Alameda County Substitute Payee Program
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QIC 28005

Date: January 26, 2005

To: All Sub-Payee Case Managers and Contact Staff

From: Elsie Garcia, Sub-Payee Program Unit Supervisor

RE: Sub-Payee Clients in the Ticket to Work program or PASS program

In order to encourage disabled clients to return to work, find a job, or to obtain vocational training, Social Security has instituted the Ticket to Work and Pass Programs. You can obtain more information by calling Social Security or visiting their website at www.ssa.gov/work/

For those Sub-Payee clients who have been accepted to either one of these programs, you must continue to submit all wage verifications to the Sub-Payee worker either on a weekly or monthly basis. As the Representative Payee, Social Security Administration requires that we monitor and obtain verification of all our clients' income and resources.

In addition, if your client has been approved for the PASS program, you will need to submit a copy of the approved PASS Program Plan to the Sub-Payee Unit. Please fax or mail us a copy when it is approved by Social Security. If you are aware of, or are assisting your client in applying for this program, you must inform us immediately. Also you will need to monitor your client's participation in the PASS program and report to us immediately if the client is unable to follow the plan, decides not to pursue his goal, decides to pursue a different goal, decides that they do not need to pay for any of the expenses listed in the plan, if someone else pays for any of their plan expenses, they use the income or resources Social Security excludes for a purpose other than the expenses specified in the plan or if there are any other changes in their plan. We are mandated to report changes within 10 days. Also, clients need to keep receipts to show what expenses were paid for as part of the plan.

As stated in my memo dated January 20, 2005 regarding any employed clients, you must provide the Sub-Payee worker with verification of the previous month's earnings by the 10th of each month. This includes all clients who are in the Ticket to Work or PASS programs. Even if the client submits verification directly to the Social Security Administration, you will also need to provide us with copies of all wage stubs. Additionally, if the client sets up a separate savings account for the PASS program, you are required to submit bank statements each month to the Sub-Payee worker.

If we do not receive the required verifications in a timely manner, this may be cause for your client to be terminated from the Sub-Payee Program. As the Representative Payee, Social Security requires us to provide all required verification by a specified date. If you or we as the Representative Payee do not comply, your client's benefits may be suspended or terminated.

If you have any questions or comments, please don't hesitate to call (510) 383-1567



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