





**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 2524	Payee - Reporting to Social Security
Origination Date: March 2004	
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Approved: 	
Paul Ascari, Chief Financial Officer	Bryan G. Stephens, Interim Executive Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to ensure that all client records are kept accurately and that pertinent changes are communicated to the Social Security Administration and the Finance Department.

PROCEDURE:

The appropriate program personnel notifies the Social Security Administration of any changes that may affect the client's benefits that the Cobb County Community Services Board or the Douglas County Community Services Board receives as Representative Payee. Items that are reported to Social Security Administration include, but are not limited to, the following based on the Social Security Administrative Guidelines:

- The Client dies.
- The Client moves.
- The Client starts or stops working, no matter how small the amount of earnings.
- The condition of a disabled client improves.
- The client receives another government benefit, or the amount of the benefit changes.
- The client will be outside of the U.S. for 30 days or more.
- The client is imprisoned for a crime that carries a sentence of over one month.
- The client is committed to an institution by a court order for a crime committed because of a mental impairment.
- The client gets married.
- The Cobb/Douglas Community Services Board is no longer responsible for the beneficiary.

When a client is no longer receiving Representative Payee services from the CSB, all funds that have not been dispersed from the client's payee account are returned to the Social Security Administration.