



## Representative Payee Services

*Serving as representative payee for individuals with intellectual and or developmental disabilities throughout Muskegon County.*

The Arc Muskegon  
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Muskegon, MI 49440  
Phone: (231) 777-2006  
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### What does an Organization Representative Payee do?

Representative Payee Services will manage benefits by paying living expenses from a month's budget with the benefits social security, supplemental security, or social security disability income.

### Organizational Representative Responsibilities

As representative payee The Arc Muskegon is responsible for managing, documenting and reporting the use of all funds they receive as payee. In accordance with Social Security Administration (SSA) and best practice The Arc Muskegon will gather all necessary information and legal documentation required to become Rep Payee and meet with the beneficiary/guardian to create a monthly budget. Individuals served (or designee) will receive a quarterly statement detailing expenses paid and SSA income.

#### **Important!**

SSA appoints representative payees to manage Social Security and Social Security benefits only. There are limits including but not limited to medical decisions, binding beneficiary funds, sign legal documents.

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### Fees

The Arc Muskegon will charge a monthly fee as **set by the SSA** in order to carry out the function of organizational representative payee. This fee will be deducted on a monthly basis from each account.

**Current Rate: \$41/month**  
(Effective January 2015)

### The Arc Muskegon Rep Payee Best Practice

The Arc Muskegon will treat all individuals served with dignity and respect and when able will provide education on money management, support alternatives to expensive purchases and affordable and safe housing options.

### Representative Payee Applications Available

Contact:

- SSA at 866-763-2632
- SSA website: [www.ssa.gov](http://www.ssa.gov)
- The Arc Muskegon or visit our website [www.arcmuskegon.org](http://www.arcmuskegon.org) for further information.

### The Arc Muskegon Mission Statement

*The mission of The Arc Muskegon is to provide advocacy, education and support services to people with intellectual and developmental disabilities and their families, and actively support their full inclusion, equality and participation in their community throughout their lives.*

Thank you to the **Rhoda R. Rosen Fund** (2015) held at the Community Foundation for Muskegon County who awarded the start-up funds to offer Rep Payee Services.

