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Chapter 239 Representative Payee Application

OVERVIEW

This chapter describes the RPS screens used in taking a Rep payee application, SSA-11.

When the Rep payee application is an organization/institution, screens described in chapter 243 will be used in conjunction with screens described in this chapter to complete the SSA-11.

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Collects felony information about the applicant.

Section G--Beneficiary/Recipient Cross-Reference (BRXR)   239-G

Displays all of the entitlements for the beneficiary/recipient and allows selection of the entitlement(s) for which the applicant is applying to be Rep payee.

Section H--Relationship Information (RELA)   239-H

Collects whether the applicant wants direct deposit, the type of Rep payee applicant, how long the applicant has known the beneficiary/recipient, whether or not there is a legal Representative and whether or not the beneficiary/recipient lives with the applicant.

Section I--Custody Code (CSCD)   239-I

Collects information about who has custody of the beneficiary/recipient, who the beneficiary/recipient lives with, if an institution has custody and the ZIP code for that institution.

Section J--Additional Relationship Information (RLAD)   239-J

Collects why the payee applicant believes the beneficiary/recipient is unable to handle his/her own benefits and why the payee applicant believes he/she would be the best Rep payee.

Section K--Interest Information (RLIN)   239-K

Collects information about the payee applicant's interest in and care for the beneficiary/recipient and whether or not the beneficiary/recipient owes the applicant money.

Section L--Creditor Relationship Information (RLCR)   239-L

Collects information about any debt the beneficiary/recipient may owe the applicant.

Section M--Other Information (RLOT)   239-M

Collects information to determine what additional screens are required to complete the Rep payee application.

Section N--Parent Information (BRPI)   239-N

Collects information about the parent of a child beneficiary/recipient.

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Collects information about others living with or showing interest in the beneficiary/recipient.

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Collects the beneficiary/recipient's residence address when he/she does not live with the applicant or in the care facility.

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Collects information about the applicant's source of income.

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Section T--Beneficiary/Recipient Special Text (BRST)   239-T

Collects general information of interest about the beneficiary/recipient.

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Collects general information of interest about the applicant/Rep payee and beneficiary/recipient relationship.

Section V--Remarks for the SSA-11 (RPMK)   239-V

Collects any Remarks that are part of the SSA-11.

Section W--Direct Deposit Application (RPDA)   239-W

Collects direct deposit information for the beneficiary/recipient.

Section X--Reserved for Future Use

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Used to update or query the Rep payee application

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Link to this section:
http://policynet.ba.ssa.gov/msom.nsf/links/070239

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Section 239-A Beneficiary/Recipient List (BNLS)

INTRODUCTION

Beneficiary/Recipient List (BNLS) identifies all of the beneficiaries that an applicant/Rep payee has in the MRPF.   BNLS lets you choose the beneficiary or recipient for whom you want to update or query data.

FACSIMILE: BNLS - BENEFICIARY/RECIPIENT LIST

```
RPAY                        BENEFICIARY/RECIPIENT LIST                    BNLS
    TRANSFER TO: XXXX

   RP: SSS-SS-SSSS  SSSSS SSSSSSSSSS

   [1-M]
   CHOICE: 99 99 99 99 99 99 99 99 99 99
                       ACCOUNT      TITLE   BIC/
          BOAN         NUMBER       2/16    ID      BN NAME
   01. ALL
   02. SSS-SS-SSSS  SSS-SS-SSSS   SS      SSS     SSSSS SSSSSSSSSS
   03. SSS-SS-SSSS  SSS-SS-SSSS   SS      SSS     SSSSS SSSSSSSSSS
   04. SSS-SS-SSSS  SSS-SS-SSSS   SS      SSS     SSSSS SSSSSSSSSS
   05. SSS-SS-SSSS  SSS-SS-SSSS   SS      SSS     SSSSS SSSSSSSSSS
   06. SSS-SS-SSSS  SSS-SS-SSSS   SS      SSS     SSSSS SSSSSSSSSS
   07. SSS-SS-SSSS  SSS-SS-SSSS   SS      SSS     SSSSS SSSSSSSSSS
   08. SSS-SS-SSSS  SSS-SS-SSSS   SS      SSS     SSSSS SSSSSSSSSS
   09. SSS-SS-SSSS  SSS-SS-SSSS   SS      SSS     SSSSS SSSSSSSSSS
   10. SSS-SS-SSSS  SSS-SS-SSSS   SS      SSS     SSSSS SSSSSSSSSS
   11. SSS-SS-SSSS  SSS-SS-SSSS   SS      SSS     SSSSS SSSSSSSSSS
   12. SSS-SS-SSSS  SSS-SS-SSSS   SS      SSS     SSSSS SSSSSSSSSS

      [2-M]
      MORE (Y/N): X
```

HOW YOU GOT HERE

On the Representative Payee Main Menu (RPMM) you entered "2/3" for MODE (Query/Update) and

- "01" for PROCESS (Rep Payee Application) and there is no Beneficiary/Recipient SSN on RPMM and UNKNOWN-SSN equals "N".

- On the Data Selection Menu (RPDU) you choose "07", "08", "09", "10", "11", or "12" and there is no BENEFICIARY/RECIPIENT SSN on RPMM and UNKNOWN SSN equals "N".

- On the Representative Payee Main Menu (RPMM) you entered "2" for MODE (Update)

and "04" for PROCESS (Case Movement) and there is no Beneficiary/Recipient SSN or RPMM and UNKNOWN SSN equals "N".

COMMON FIELDS

[2-M] MORE (Y/N): X

Reference: MSOM 238, Common Fields

[1-M]   CHOICE: 99 99 99 99 99 99 99 99 99 99

Enter the Beneficiary(ies)/Recipient(s) you wish to update/query against/for.

Note: You cannot select multiple beneficiary/recipients if entry for MODE is "2/3" (Update/Query) and PROCESS entry is "01/04" (Rep Payee Application/CASE MOVEMENT) on the Representative Payee Main Menu (RPMM).

RESULTS

For the Beneficiary(ies)/Recipient(s) you selected to process

- a Rep Payee Application action, the Update/Query Selection Menu (RPUP) screen appears

- a Case Movement action, the Rep Payee Case Movement (RMOV) screen appears

- a General Message action, the General Messages (RPGM) screen appears

If on the Data Selection Menu (RPDU) you entered

- "7", the Identification (RPSV) screen for the beneficiary/recipient appears

- "8", the Relationship Information (RELA), Custody Code (CSCD) and the Court-Appointed Legal Representative (BRLR) screens appear

- "09", the Update Beneficiary/Recipient Residence Address (BRUP) screen appears

- "10", the Beneficiary/Recipient Special Text (BRST) screen appears

- "11", the Relationship Special Text (RLST) screen appears

- "12", the Representative Payee Misuse Information (RMIS) screen appears

RELATED PAGES

Representative Payee Main Menu (RPMM), 238.K

06/19/98 (TN #247)

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Link to this section:
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Section 239-B Identification (RPSV)

INTRODUCTION

This section explains Identification (RPSV). RPSV records and verifies the Rep Payee/Beneficiary SSN information.

PROPAGATION/SSN VERIFICATION

As required by law, generally Rep payees living in the U.S. must have a verifiable social security number (SSN). An exception to this rule are noncitizens who are prohibited from being assigned a SSN. You should verify ownership of the SSN with data propagated as indicated below.

The RPSV screen is initially propagated with information from the Integrated Client Database (ICDB). The name, DOB, proof, proof code and language preferences are propagated. If no ICDB record exists, the screen receives name, date of birth and proof from NUMIDENT via ICDB and verifies with responses from SSA's SSN Standard Verification process. The interviewer should ask the applicant his name and DOB to make sure they agree.

The verification is done using the primary and/or secondary names and the date of birth. The SEX code is received from NUMIDENT and stored for use in the Representative Payee System (RPS).

If Language Preferences are on the ICDB, the languages of choice are displayed on the RP RPSV only.

MES

Screens from the MES system appear (after RPSV) in the path to let you to correct the NAME on Numident (via MES) before you complete the application in RPS when you change NAME data on the RPSV screen and the NAME

- does not agree with the first and last names on Numident, <u>and</u>
- the SSN does not verify, <u>and</u>
- you press ENTER without the OVERRIDE (Y/N)

Once you complete the NAME correction, the system returns to the RPSV screen so that you can complete the application process.

Client Mini-Paths

If either of the Rep Payee's Language Preference changed, you are taken into a Client mini-path which contains the CLLG screen.

FACSIMILE: RPSV - IDENTIFICATION

```
RPAY                          IDENTIFICATION                RPSV
   TRANSFER TO:
                         [1-O]  LANGUAGE (WRITTEN) : SSSSSSSSSSSSSSSSSSSSSSS
RP SSN: PPP-PP-PPPP       [2-O]  LANGUAGE (SPOKEN)  : SSSSSSSSSSSSSSSSSSSSSSS
BN SSN: PPP-PP-PPPP       [3-O]  EITHER CHOICE CHANGED? (Y/N): S
[4-M]                         [5-O]
DATE OF BIRTH: MMDDYYYY       PROOF: X
        [6-M]                   [7-M]          [8-M]          [9-M]
        NAME: XXXXXXXXXXXXXX  XXXXXXXXXXXXXX  XXXXXXXXXXXXXX  XXXX
[10-O]                          [11-O]         [12-O]         [13-O]
NAME ON CARD: XXXXXXXXXXXXXX  XXXXXXXXXXXXXX  XXXXXXXXXXXXXX  XXXX
[14-O]
OVERRIDE (Y/N): S
   [15-M]
   SEX (M/F): P
```

HOW YOU GOT HERE

- To verify the SSN of an applicant/Rep Payee, this screen appears

  ➤ after the Representative Payee Main Menu (RPMM) screen when you are establishing a Rep Payee application, for an individual applicant, or

  ➤ when you enter "01" for the screen selection on the Update/Query Selection Menu (RPUP) screen, or

  ➤ when you enter "01" for the screen selection on the Data Selection Menu (RPDU) screen. For this situation, only the RP SSN and name fields will be displayed or

  ➤ when you enter the RPS application screens via the GO TO RPS question on the MCS Remarks (RMKS) screen or

  ➤ when you request the RPS application screens via the Business Function Menu (BFMN) screen

Note: For these situations, the tag RP SSN is displayed.

- To verify the SSN of a beneficiary/recipient, this screen appears

  ➤ after the SSN Verification (RPSV) screen when establishing a Rep Payee application and the beneficiary is not already established in Master Representative Payee File (MRPF)

  ➤ after the Individual RP Screening Query Response (RPSQ) screen when establishing a Rep Payee application and the individual representative payee is already established in the MRPF

and the beneficiary/recipient's SSN is known

➤ after the Representative Payee EIN From EIF (REIN) screen when establishing a Rep Payee application for an institution not in the MRPF and the beneficiary/recipient's SSN is known

➤ after the Organization/Institution RP Screening Query Response (OISA) screen when establishing a Rep Payee application for an institution already in the MRPF file and the beneficiary/recipient's SSN is known

➤ when you enter "02" for the screen selection on the Update/Query Selection Menu (RPUP) screen

➤ when you enter "07" for the screen selection on the Data Selection Menu (RPDU) screen. For this situation, only the BN SSN and name fields are displayed

➤ after the SSN Correction (BNCO) screen when the DESIRED PROCESS = SSN Correction on the RPMM screen. In this situation, the OVERRIDE field [10-M] is not possible

Note: For these situations, the tag BN SSN is displayed. The RPSV for the beneficiary/recipient is <u>not</u> displayed when the beneficiary/recipient is filing for himself/herself since the verification process is done on the RPSV screen for the applicant.

[1-O]　　LANGUAGE (WRITTEN): SSSSSSSSSSSSSSSSSSSSSSS

This field contains the Rep Payee's written language of choice that is on the ICDB.

[2-O]　　LANGUAGE (SPOKEN): SSSSSSSSSSSSSSSSSSSSSSS

This field contains the Rep Payee's spoken language of choice that is on the ICDB.

[3-O]　　EITHER CHOICE CHANGED? (Y/N):

If either or both the written/spoken language choice of the Rep Payee changed from what is displayed on the RP RPSV, overkey it with a "Y" and make the necessary changes on the CLLG screen. The changes on CLLG are updated to the ICDB.

[4-M]　　DATE OF BIRTH: MMDDYYYY

This element is propagated with data from ICD if present. If this data is incorrect, you can overkey it.

Enter the date of birth.

[5-O]　　PROOF: X

This element is propagated with data from ICD if present. If this data is incorrect, you can overkey it.

Enter A, B, C, F or Q.

Note:　If a proof code other than "A" is entered with a change of date of birth, the new date of birth is written to MES.

[6-M]　　NAME: XXXXXXXXXXXXXXX　(FIRST NAME)

This element is propagated with data from ICD if present. If this data is incorrect, you can overkey it.

Enter the first name up to 15 characters.

Note:　If you change the first NAME data and press ENTER, the MES name change screens appear.

[7-M]　　XXXXXXXXXXXXXXX　(MIDDLE NAME)

This element is propagated with data from ICD if present. If this data is incorrect, you can overkey it.

Enter the middle name up to 15 characters.

[8-M]　　XXXXXXXXXXXXXXXXXXXX　(LAST NAME)

If the individual uses only a single name (i.e., no first or middle name), input the name in the last name field. This element is propagated from ICD if present. If this data is incorrect, you can overkey it.

Enter the last name up to 20 characters.

Note:　If you change the last NAME data and press ENTER, the MES name change screens appear.

[9-M]　　XXXX　(SUFFIX)

This data is propagated from ICD if present. If this data is incorrect, you can overkey it.

Enter JR, SR or Roman numerals if included with the name.

Note:　If you change the NAME data and press ENTER, the MES name change screens appear.

[10-O]　　NAME ON CARD: XXXXXXXXXXXXXXX (CARD FIRST NAME)

If any other name exists (i.e., a maiden name, alias, etc.), enter the other first name up to 15 characters. This name is also used to verify with NUMIDENT.

[11-O]　　XXXXXXXXXXXXXXX (CARD MIDDLE NAME)

Enter the other middle name up to 15 characters.

[12-O]　　XXXXXXXXXXXXXXXXXXXX (CARD LAST NAME)

Enter the other last name up to 20 characters. If the individual uses only a single other name (i.e., no other first or other middle name), input the other name in the other last name field.

[13-O]　　XXXX (CARD SUFFIX)

Enter JR, SR or Roman numerals if included with the other name.

[14-O]　　OVERRIDE (Y/N): S

If the entry for OVERRIDE is blank and the NAME does not verify, the MES screens appear next.

Caution:　　　You cannot correct the representative payee's SSN if the number entered is incorrect.

Enter "Y" if the SSN does not pass the numident check and you are certain that the SSN you entered is correct.

Do notenter "Y" unless

- you are sure that this SSN belongs to the beneficiary/recipient
- the NUMIDENT is not updated with the correct information, and
- you do not have the proofs to process the MES correction

[15-M]　　SEX (M/F): P

This field appears on the screen when the SEX data is returned by NUMIDENT. This element is propagated with data from ICD if present. If this data is incorrect you can overkey it. Enter

- •   "M" if the SEX is male.
- •   "F" if the SEX is female.

Note: If you change the SEX code from what is on the NUMIDENT, a Development Worksheet Issue of "SEXNUM" is established. Correct NUMIDENT through normal procedure. Press ENTER to continue processing.

RESPONSES

Message: UNABLE TO ACCESS NUMIDENT
PRESS PF3 TO EXIT OR USE OVERRIDE TO CONTINUE

Condition: NUMIDENT is temporarily unavailable.

Resolution: Press PF3 if you want to exit. You return to the RPMM screen. Retry later when NUMIDENT is available. Enter "Y" for override if you wish to continue.

Caution: Review explanation for field [11-O] OVERRIDE above, before entering "Y" for override.

Message: **** SSN IS NOT IN NUMIDENT FILE ****
PRESS PF3 TO EXIT OR USE OVERRIDE TO CONTINUE

Condition: SSN is not on NUMIDENT or the SSN is not assigned.

Resolution: For a Rep Payee/applicant

- •   PF3 to RPMM screen, enter the correct SSN or follow voided SSN procedures for Resolving Enumeration Feedback Messages, or

- •   ENTER "Y" FOR OVERRIDE ONLY IF YOU ARE SURE THAT THIS NUMBER BELONGS TO THE REPRESENTATIVE PAYEE

For a beneficiary/recipient

- •   Return to the RPMM screen, investigate SSN and key the revised SSN or follow voided SSN procedures for Resolving Enumeration Feedback Messages, or

- •   Return to the RPMM screen and complete all necessary entries leaving

the /BENEFICIARY/RECIPIENT'S SSN blank and entering a "Y" for OR
UNKNOWN if this is a Title II beneficiary who is not the number holder
<u>or</u>,

- Enter "Y" for override if you are sure that this number belongs to the
beneficiary/recipient

Message: ***** SSN VERIFIED *****
PRESS ENTER TO CONTINUE

Condition: The SSN is verified.

Resolution: Continue processing.

Message: ***** SSN NOT VERIFIED NO MATCH ON NAME**
AND/OR DOB ***
CORRECT NAME AND/OR DOB AND RETRY OR
PRESS PF3 TO EXIT OR USE OVERRIDE OR ENTER
TO GO TO MES
CORRECT NUMIDENT THROUGH NORMAL
PROCEDURES
NUMIDENT SHOWS THE FOLLOWING
INFORMATION
NAME: SSSSSSSSSSSSSSS SSSSSSSSSSSSSSS
SSSSSSSSSSSSSSSSSSSSS SSSS
BIRTHDATE: SS/SS/SSSS
FATHERS LAST NAME: SSSSSSSSSSSSSSS
MOTHERS MAIDEN NAME: SSSSSSSSSSSSSSS

Condition 1:   The SSN is not verified. The secondary name or the date of birth does not
match the NUMIDENT, and no death data is on NUMIDENT.

Resolution 1:   If the SSN is incorrect, follow the procedures for above alert
** SSN IS NOT IN NUMIDENT FILE **

If the SSN is correct, check the name and date of birth entered.

- If the secondary name entered was incorrect and the secondary name on
the NUMIDENT is correct, enter the correct secondary name.

- If the secondary name entered was correct and the NUMIDENT is also
correct but not the name the representative payee, beneficiary or recipient

uses, enter the name on the NUMIDENT in NAME ON CARD.

> Example: The representative payee states her primary name is Kathy, and wants the checks in that name. The NUMIDENT shows the primary name as Katheryn. Enter "Katheryn" as the name in NAME ON CARD and the system considers the names as "verified".

- If the secondary name on the NUMIDENT is incorrect, enter the correct secondary name and enter "Y" for override. A Rep Payee Development Worksheet Issue (RPSSN for a Rep Payee/applicant or BNSSN for a beneficiary/recipient) is established. Correct numident through normal procedures.

- If the date of birth entered was incorrect and the date of birth on the NUMIDENT is correct, enter the correct date of birth.

- If the date of birth on numident is incorrect, enter the correct date of birth and enter "Y" for override. A Rep Payee Development Worksheet Issue (RPSSN for a Rep Payee/applicant or BNSSN for a beneficiary/recipient) is established. Correct numident through normal procedure. Press ENTER to continue processing.

Condition 2:   The NAME entered on RPSV does not match the NUMIDENT, you pressed enter without the OVERRIDE and no death data is on NUMIDENT.

Resolution 2:   Check the name entered. If the name shown on RPSV

- is incorrect and the NUMIDENT is correct, enter the correct primary name

- is correct and the NUMIDENT is also correct but not the name the representative payee, beneficiary or recipient uses, enter the name on the NUMIDENT in NAME ON CARD

  > Example: The representative payee states her primary name is Kathy, and wants the checks in that name. The NUMIDENT shows the primary name as Katheryn. Enter "Katheryn" as the name in NAME ON CARD.

- is incorrect and NUMIDENT is incorrect, the MES screens appear as the next screens and you can correct the name on Numident

  If you do not want to correct the primary name at this time, a Rep Payee Development Worksheet Issue (RPNAME for a Rep Payee/applicant and/or BNNAME for a beneficiary/recipient) is established. However,

you can<u>not</u> adjudicate this RPS claim until the name issue is closed.

- and Numident agrees with the name in RPS, the system clears the issues and allows you to process the selection in RPS

Message: ***** SSN VERIFIED *****
PRESS ENTER TO CONTINUE
NUMIDENT SHOWS THE FOLLOWING
INFORMATION
OTHER SSNS: SSSSSSSSS

Condition: The SSN verified on the primary name and date of birth. The individual has multiple SSNs and there is no death record on NUMIDENT. None of the SSNs on NUMIDENT are already on the Rep Payee data base.

Resolution: Continue processing.

Message: ***** SSN VERIFIED *****
CURRENT NAME NOT ON NUMIDENT
CORRECT NUMIDENT THROUGH NORMAL
PROCEDURES
PRESS ENTER TO CONTINUE

Condition: The SSN is verified on the name on card and date of birth, and no death record or multiple SSNs are on NUMIDENT.

Resolution: Check the name entered

- If the name entered was incorrect and the NUMIDENT is correct, enter the correct primary name.

- If the name entered was correct and the NUMIDENT is also correct but not the name the representative payee, beneficiary or recipient uses, enter the name on the NUMIDENT in NAME ON CARD

   <u>Example:</u>   The representative payee states her primary name is Kathy, and wants the checks in that name. The NUMIDENT shows the primary name as Katheryn. Enter "Katheryn" as the name in NAME ON CARD.

- If the NAME on the NUMIDENT is incorrect, the MES screens will appear as the next screens and you can correct the name on Numident.

If you do not want to correct the primary name at this time, a Rep Payee Development Worksheet Issue (RPNAME for a Rep Payee/applicant and/or BNNAME for a beneficiary/recipient)is established. However, you cannot adjudicate this RPS claim until the name issue is closed.

- When the name on Numident agrees with the name in RPS, the system clears the issues and allows you to process the selection in RPS.

- A Rep Payee Development Worksheet Issue (RPNUMI for a Rep Payee/applicant or BNNUMI for a beneficiary/recipient) is established.

Message: ***** SSN VERIFIED *****
CURRENT NAME NOT ON NUMIDENT
CORRECT NUMIDENT THROUGH NORMAL
PROCEDURES
PRESS ENTER TO CONTINUE
NUMIDENT SHOWS THE FOLLOWING
INFORMATION
OTHER SSNS: SSSSSSSSS

Condition: The SSN is verified on the name on card and date of birth. The individual has multiple SSNs and no death record is on NUMIDENT. None of the SSNs from NUMIDENT are already on the Rep Payee data base.

Resolution: Continue processing and after the process is completed correct the name on NUMIDENT. A Rep Payee Development Worksheet Issue (RPNUMI for a Rep Payee/applicant or BNNUMI for a beneficiary/recipient) is established.

Message: **DEATH RECORD ON NUMIDENT**
*** SSN VERIFIED ***
CORRECT NUMIDENT THROUGH NORMAL
PROCEDURES
PRESS PF3 TO EXIT OR USE OVERRIDE TO
CONTINUE
NUMIDENT SHOWS THE FOLLOWING
INFORMATION:
DATE OF DEATH: SS/SS/SSSS
SOURCE: SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS

Condition: The SSN verified on the primary name and date of birth, and there are no

multiple SSNs on NUMIDENT. However, NUMIDENT indicates that the number holder is deceased.

Resolution: If you entered the correct number, continue processing and after the process is completed correct the death indicator on Numident. A Rep Payee Development Worksheet Issue (NUMDTH) is established. If you entered the incorrect number, PF3 back to RPMM and enter the correct number.

Example: You entered the name of the deceased wage earner instead of entering the SSN, date of birth and name of the beneficiary. PF3 back to RPMM, and enter the correct SSN.)

Message: **DEATH RECORD ON NUMIDENT**
*** SSN VERIFIED ***
CURRENT NAME NOT ON NUMIDENT
CORRECT NUMIDENT THROUGH NORMAL PROCEDURES
PRESS PF3 TO EXIT OR USE OVERRIDE TO CONTINUE
NUMIDENT SHOWS THE FOLLOWING INFORMATION:
       DATE OF DEATH: SS/SS/SSSS
       SOURCE: SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS

Condition: The SSN verified on the name on card and date of birth, and no multiple SSNs are on NUMIDENT. However, death data is on NUMIDENT.

Resolution: If you entered the correct number, continue processing and after the process is completed correct the name and death information on Numident. A Rep Payee Development Worksheet Issue (NUMDTH) is established. If you entered the incorrect number, PF3 back to RPMM and enter the correct number.

Example: You entered the name of the deceased wage earner instead of entering the SSN, date of birth and name of the beneficiary. PF3 back to RPMM, and enter the correct SSN.)

Message: **DEATH RECORD ON NUMIDENT**
*** SSN NOT VERIFIED NO MATCH NAME AND/OR DOB***
CORRECT NAME AND/OR DOB AND RETRY OR PRESS PF3 TO EXIT OR USE OVERRIDE TO

CONTINUE
CORRECT NUMIDENT THROUGH NORMAL
PROCEDURES
NUMIDENT SHOWS THE FOLLOWING
INFORMATION:
　　　　NAME: SSSSSSSSSSSSSSS SSSSSSSSSSSSSSSS
　　　　SSSSSSSSSSSSSSSSSSSSS SSSS
　　　　BIRTHDATE: SS/SS/SSSS
　　　　FATHERS LAST NAME: SSSSSSSSSSSSSSSS
　　　　MOTHERS MAIDEN NAME: SSSSSSSSSSSSSSS
　　　　DATE OF DEATH: SS/SS/SSSS
　　　　SOURCE: SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS

Condition:　　　The SSN is not verified. The primary or secondary name or the date of birth does not match the NUMIDENT and no death data is on NUMIDENT.

Resolution:　　　If the SSN is incorrect, follow the procedures for above alert

SSN IS NOT IN NUMIDENT FILE

If the SSN is correct, follow the procedures for above alert

SSN NOT VERIFIED NO MATCH ON NAME AND/OR
DATE OF BIRTH ....

Continue processing and after the process is completed, correct the information on NUMIDENT. A Rep Payee Development Worksheet Issue (RPSSN for a RP/applicant or BNSSN for a beneficiary/recipient) is established. However, if the SSN cannot be verified, enter "Y" in the OVERRIDE field only if you are sure this SSN belongs to this individual, and press ENTER to continue.

Caution:　　　Review 10-O OVERRIDE field description above before entering "Y" for OVERRIDE.

Message:　　**OTHER SSN SSSSSSSSS ALREADY ESTABLISHED ON DATA**
BASE
CORRECT SSN ABOVE, IF APPROPRIATE AND
RETRY OR EXIT AND INVESTIGATE
NUMIDENT SHOWS THE FOLLOWING
INFORMATION
　　　　OTHER SSNS: SSSSSSSSS

Condition: Other SSN is already on the Rep Payee data base.

Resolution: Determine if the other SSN is appropriate. If so, correct SSN and retry, or
                  return to the RPMM screen and investigate for the correct SSN. If the SSN
                  remains unverified, a Rep Payee Development Worksheet Issue (RPNUMI for a
                  RP/applicant or BNNUMI for a beneficiary/recipient) is established if override
                  used.

Message: ***** SSN NOT VERIFIED *****
               CURRENT NAME NOT ON NUMIDENT
               CORRECT NUMIDENT THROUGH NORMAL
               PROCEDURES
               OTHER SSN SSSSSSSSS ALREADY ESTABLISHED ON
               DATA BASE
               CORRECT SSN ABOVE, IF APPROPRIATE AND
               RETRY OR EXIT AND INVESTIGATE
               NUMIDENT SHOWS THE FOLLOWING
               INFORMATION
                   OTHER SSNS: SSSSSSSSS

Conditions: The SSN is verified on the secondary name and date of birth. The
                  individual has multiple SSNs and there is no death record on NUMIDENT. One
                  of the SSNs from NUMIDENT is already on the Rep Payee data base.

Resolution: Determine if the other SSN is appropriate. If so, correct the SSN and
                  retry, or return to the RPMM screen and investigate for the correct SSN. If the
                  SSN remains unverified, a Rep Payee Development Worksheet Issue (RPNUMI
                  for a Rep Payee/applicant or BNNUMI for a beneficiary/recipient) is established.

Message: **DEATH RECORD ON NUMIDENT**
               *** SSN NOT VERIFIED ***
               CORRECT NUMIDENT THROUGH NORMAL
               PROCEDURES
               OTHER SSN SSSSSSSSS ALREADY ESTABLISHED ON
               DATA BASE
               CORRECT SSN ABOVE, IF APPROPRIATE AND
               RETRY OR EXIT AND INVESTIGATE
               NUMIDENT SHOWS THE FOLLOWING
               INFORMATION:
                   OTHER SSNS: SSSSSSSSS

DATE OF DEATH: SS/SS/SSSS
SOURCE: SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS

Condition: Other SSN is already on the Rep Payee data base as payee and death data
is present on NUMIDENT.

Resolution: Determine if the other SSN is appropriate. If so, correct the SSN and
retry. After the other SSN processes completely, correct the NUMIDENT
record.

If the other SSN is not appropriate, return to the RPMM screen and investigate for
the correct SSN. A Rep Payee Development Worksheet Issue (NUMDTH) is
established. In addition, if the SSN remains unverified, a Rep Payee
Development Worksheet Issue (RPNUMI for a Rep Payee/applicant or BNNUMI
for a beneficiary/recipient) is established.

Message: ***BN IS AN APPLICANT/REP PAYEE***

Condition: The beneficiary is already an applicant or a rep payee and is established in
the MRPF.

Resolution: Development needed to determine if the beneficiary needs a payee and if
they are capable of continuing to serve as payee.

RESULTS

- When verifying the SSN of an <u>applicant/Rep Payee</u>, you get the

  - ➤ Individual RP Screening Query Response (RPSQ) screen when you are establishing a Rep
    Payee application when the representative payee is already established in the MRPF

  - ➤ SSN Verification (RPSV) screen for the beneficiary/recipient when the
    beneficiary/recipient's SSN is known and you are establishing an representative payee
    application where the representative payee is not established in the MRPF

  - ➤ RPSV screen for the beneficiary/recipient when the beneficiary/recipient's SSN is known
    and you entered "01" on the RPUP screen

  - ➤ SSN UNKNOWN (RLSU) screen when the beneficiary/recipient's SSN is unknown

  - ➤ Rep Payee Main Menu (RPMM) screen when you entered "01" on the RPDU screen

- When verifying the SSN of a <u>beneficiary/recipient</u>, you get the

> ➤ Individual Applicant/Rep Payee Mailing Address (RPAD) screen when you are establishing, updating or querying a Rep Payee application when the representative payee/applicant is not an institution

> ➤ Beneficiary/Recipient Cross-Reference (BRXR) screen when you are establishing, updating or querying a Rep Payee application for an institution

> ➤ Rep Payee Main Menu (RPMM) screen when you are updating or querying a PE event

> ➤ RPMM screen when you are making an SSN CORRECTION

RELATED PAGES

Applicant Mailing Address (APAR), 301.B
Clear Application (APPC), 301.E
Client Language (CLLG) screen, 2001.C
Data Selection Menu (RPDU) screen, 243.A
Development worksheets, 241.C
Integrated Client Data, 9.
Representative Payee Main Menu (RPMM) screen, 238.K
SSN Application Completion (APSM), 302.E
Update/Query Selection Menu (RPUP) screen, 239.Y

01/29/99 (TN #263)

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Make Note

Link to this section:
http://policynet.ba.ssa.gov/msom.nsf/links/070239B

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Section 239-C SSN Unknown (RLSU)

INTRODUCTION

SSN Unknown (RLSU) is used for two reasons, to

- show a rep payee application to be processed for a beneficiary/recipient without a current social security number of his own, and

- identify the person in the MRPF, when you need to access the beneficiary/recipient by the number holder's SSN

Caution: It is important to understand that the integrity of RPS is at risk when you use this screen. The only reason to use the UNKNOWN portion of this screen is to accommodate taking the Rep payee application with a beneficiary/recipient who   applied for his own social security number but has not yet received it.

Once the SSN is assigned to the beneficiary, the SSN correction facility from the Representative Payee Main Menu (RPMM) is used.

FACSIMILE: RLSU - SSN UNKNOWN

```
RPAY                        SSN UNKNOWN                      RLSU

[1-M]
NHSSN: 999999999
[2-M]
CHOOSE WHO IS AFFECTED BY THIS ACTION: XX
    [3-C]                                              [4-C]    [5-C]
    NAME                                               DOB      SEX
01. XXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXX  MMDDYYYY  X
02. XXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXX  MMDDYYYY  X
03. XXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXX  MMDDYYYY  X
04. XXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXX  MMDDYYYY  X
05. XXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXX  MMDDYYYY  X
06. XXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXX  MMDDYYYY  X
07. XXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXX  MMDDYYYY  X
08. XXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXX  MMDDYYYY  X
09. XXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXX  MMDDYYYY  X
10. XXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXX  MMDDYYYY  X
11. XXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXX  MMDDYYYY  X
12. XXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXX  MMDDYYYY  X

    [6-M]
    MORE? (Y/N): X
```

HOW YOU GOT HERE

On the Representative Payee Main Menu (RPMM) screen you entered "Y" for UNKNOWN and

- if you entered MODE "1" (ESTABLISH) and PROCESS "01" (Rep Payee Application) and you entered the

  ➢ Applicant/Rep Payee SSN, then RLSU appears after the Identification (RPSV) screen, <u>or</u>

  ➢ Applicant/Rep Payee Location ZIP, then RLSU appears after the ZIP Access List (ZIPL)

- if you entered MODE "2" or "3" (Update/Query) and you entered either the APPLICANT/REP PAYEE SSN orAPPLICANT REP PAYEE LOCATION ZIP, then RLSU appears after the Representative Payee Main Menu (RPMM) screen.

- if you entered MODE "2" or "3" (Update/Query) and you did <u>not</u> enter either the APPLICANT/REP PAYEE SSN <u>or</u>the APPLICANT REP PAYEE LOCATION ZIP

  ➢ when the PROCESS is "2" (Select Rep Payee) <u>or</u>"13" (Update Selection Process), then RLSU appears after the Representative Payee Main Menu (RPMM)

  ➢ otherwise, RLSU appears after the Applicant/Rep Payee List (RLST)

COMMON FIELDS

[6-M] MORE? (Y/N):

<u>Reference:</u>   MSOM 238

[1-M]   NHSSN: 999999999

Enter the NH's SSN.

[2-M]   CHOOSE WHO IS AFFECTED BY THIS ACTION: XX

When you first come to this screen, this question is darkened. After you enter the NHSSN, this question is displayed.

Enter the corresponding number for the beneficiary that an action is taken for or against.

[3-C]   NAME XX(15, 15, 20, 4)XX

When you first come to this screen, this column is darkened. After you enter the NHSSN and press ENTER, the name for any beneficiary under this UNKNOWN control in the MRPF is propagated to the screen.

If you are here because you entered for MODE "1" (Establish) and for PROCESS "01" (Rep Payee Application), then if the beneficiary you are taking the application for is not listed, on the available blank line enter the beneficiary's name to create an UNKNOWN control for the beneficiary.

For any other reason you are here, you can NOT add a new beneficiary name.

The first screen will have choices 01-12. The second screen will have choices 13-21.

[4-C]   DOB MMDDYYYY

When you first come to this screen, this column is darkened. After you enter the NHSSN, then the DOB (date of birth), each beneficiary name under this UNKNOWN control in the MRPF is propagated to the screen.

If you are here because you entered for MODE "1" (Establish) and for PROCESS "01" (Rep Payee Application), then if the beneficiary you are taking the application for is not listed, on the available blank line enter the date of birth for the beneficiary to create an UNKNOWN control for the beneficiary.

For any other reason you are here, you can not add a new beneficiary date of birth.

[5-C]   SEX X   FEMALE = F, MALE = M, UNKNOWN = U

When you first come to this screen, this column is darkened. After you enter the NHSSN, then the SEX, each beneficiary name under this UNKNOWN control in the MRPF is propagated to the screen.

If you are here because you entered for MODE "1" (Establish) and for PROCESS "1" (Rep Payee Application), and the beneficiary you are taking the application for is not listed, enter the sex for the beneficiary on the available blank line to create an UNKNOWN control for the beneficiary.

For any other reason you are here, you can not add a new beneficiary sex code.

RESULTS

If you are here because on the Representative Payee Main Menu (RPMM) screen, for PROCESS you entered:

- "01" (Rep Payee Application), and you entered an

> APPLICANT/REP PAYEE SSN, the Individual Applicant/Rep Payee Address (RPAD) screen appears, <u>or</u>

> APPLICANT/REP PAYEE LOCATION ZIP, the Beneficiary/Recipient Cross-Reference (BRXR) screen appears

- "03" (Development Worksheet), the Development Worksheet Submenu (DWDW) screen appears

- "04" (Case Movement), the Case Movement (RMOV) screen appears

- "07" (Query Response), and you entered on the RP Query Response Selection List (RQSL)

  > "3", the Individual Beneficiary/Recipient Query Response (BRQA) screen appears

  > "4", the Individual RP Beneficiary/Recipient List Pending/Selected (RPBL) screen appears

- "08" (PE Event), and on the Date Selection Menu (RPDU) screen you entered

  > "06", the Rep Payee Termination Information (RTRM) screen appears

  > "07", the Identification (RPSV) screen for the beneficiary/recipient appears

  > "08", the Relationship Information (RELA) screen appears

  > "09", the Update Beneficiary/Recipient Residence Address (BRUP)screen appears

  > "10", the Beneficiary/Recipient Special Text (BRST) screen appears

  > "11", the Relationship Special Text (RLST) screen appears

  > -"12", the Representative Payee Misuse Information (RMIS) screen appears

- "10" (SSN Correction), the SSN CORRECTION (BNCO) screen appears

- "11" (General Message), the General Messages (RPGM) screen appears

- "12" (Notice Print/Reprint), the Print request (RPRR) screen appears

RELATED PAGES

Representative Payee Main Menu (RPMM), <u>238.K</u>

SSN Correction (BNCO), <u>246.F</u>

11/23/98 (TN #258)

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<u>**Make Note**</u>

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Section 239-D Individual Applicant/Rep Payee Address (RPAD)

INTRODUCTION

This screen collects the following information pertaining to an individual Rep Payee applicant:

- name legend preference,
- telephone number,
- mailing address,
- if the residence address is the same as the mailing address

FACSIMILE: RPAD - INDIVIDUAL APPLICANT/REP PAYEE ADDRESS

```
RPAY                INDIVIDUAL APPLICANT/REP PAYEE ADDRESS              RPAD
    TRANSFER TO: XXXX

    RP: SSS-SS-SSSS   SSSSS SSSSSSSSSS
    [1-O]
    NAME LEGEND PREFERENCE: PPPPPPPPPPPPPPPPPPPPPPP    PPPPPPPPPPPPPPPPPPPPPPP
    [2-M]                                    [3-C]
    TELEPHONE CODE: 9    1. HOME  3. NONE    5. OTHER, SPECIFY: XXXXXXXXXXXX
    [4-C]                2. WORK  4. UNKNOWN 6. ATTORNEY
    TELEPHONE NUMBER: 999 999 9999

    PLEASE PROVIDE YOUR MAILING ADDRESS:
    [5-M]
    ADDRESS: XXXXXXXXXXXXXXXXXXXXXXXX   XXXXXXXXXXXXXXXXXXXXXXXX
             XXXXXXXXXXXXXXXXXXXXXXXX   XXXXXXXXXXXXXXXXXXXXXXXX
    [6-M]                       [7-C]      [8-C]       [9-C]
    CITY: XXXXXXXXXXXXXXXXXXXXXXXX  STATE: XX   ZIP: 99999  CONSULAR CODE: XXX
    [10-O]                          [11-O]
    STATE AND COUNTY CODE: PPPPPP     DISTRICT OFFICE CODE: PPP
    [12-C]                          [13-C]
    COUNTRY: XXXXXXXXXXXXXXXXXXXXXXXX  POSTAL ZONE : XXXXXXXXXXXXXX
    [14-O]
    EXPLAIN C/O ADDRESS: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                         XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
    [15-M]
    IS YOUR RESIDENCE ADDRESS THE SAME AS ABOVE? (Y/N): X
    [16-C]
    IF YES, WHAT IS THE EFFECTIVE DATE OF THIS RESIDENCE? (MMYY): 9999
```

HOW YOU GOT HERE

This screen appears after the SSN Identification (RPSV) screen for the beneficiary/recipient when you are establishing, updating or querying a Rep Payee application for an individual.

This screen also appears when you enter "03" for the screen selection on the Update/Query Selection

Menu (RPUP) screen, or when you enter "02" for the screen selection on the Data Selection Menu (RPDU) screen.

COMMON FIELDS

[2-M] TELEPHONE CODE: 9
[3-C] OTHER, SPECIFY: XXXXXXXXXXXX
[4-C] TELEPHONE NUMBER: 999 999 9999
[5-M] ADDRESS: XX (UP TO 4 LINES 22 CHARACTERS EACH) XX
[6-M] CITY: XXXXXXXXXXXXXXXXXXXXXX
[7-C] STATE: XX
[8-C] ZIP: 99999
[9-C] CONSULAR CODE: XXX
[10-O] STATE AND COUNTY CODE: PPPPPP
[12-C] COUNTRY: XXXXXXXXXXXXXXXXXXXXXXX
[13-C] POSTAL ZONE: XXXXXXXXXXXXXX

The above common fields display information for the applicant/Rep Payee's phone and mailing address.

Note: If address or telephone information is contained on the Integrated Client database (ICD), the information is propagated from ICD to the screen.

Reference: Common Fields, MSOM 238

[1-O]   NAME LEGEND PREFERENCE: PP(UP TO 2 LINES 22 CHARACTERS EACH)PP

The applicant/rep payee first and last names are propagated from the Identification (RPSV) screen. Make changes to the name of the Rep Payee/applicant to reflect the preferred name for the payment legend.

This field is for the name of the rep payee only. (e.g., the rep payee's name may be "William Smith", however, he may prefer that his legend be "Bill Smith"). At a later time, when the selection is made, this information is used in conjunction with other information from the PAYMENT LEGEND AND ADDRESS (RPLD) screen to build the payment legend and address.

[11-O]   DISTRICT OFFICE CODE: PPP

For US addresses, DOORS will supply the DOC based on the Zip Code.
For foreign address, enter the following DOCs:

- COC (Citizenship Country Code) = 600 or 601 enter 994
- All others, enter 995

Reference: POMS <u>SM 00852.005</u>

[14-O]   EXPLAIN C/O ADDRESS: XX(UP TO 2 LINES 48 CHARACTERS EACH)XX

Enter an explanation when care of address is used in [6-M].

[15-M]   IS YOUR RESIDENCE ADDRESS THE SAME AS ABOVE? (Y/N):X

Enter:

Y if the Rep Payee/applicant's residence address is the same as [6-M].
N if the Rep Payee/applicant's residence address is not the same as [6-M].

[16-C]   IF YES, WHAT IS THE EFFECTIVE DATE OF THE RESIDENCE?(MMYY): 9999

Enter the effective date of the residence address when [15-M] is answered "Y".

RESULTS

Rep Payee Applications

When establishing, updating or querying a Rep Payee application for an individual, and, the answer to

- [15-M] is "N", you get the Individual Applicant/Rep Payee Residence Address (RPAI) screen

- [15-M] is "Y", you get the Beneficiary/Recipient Cross-Reference (BRXR) screen unless [16-C] is less than 1 year in which case you will get the Individual Applicant/Rep Payee Residence Address (RPAI) screen first

- [16-C] is less than 1 year, you will get the RPAI screen

PE Events

When updating or querying a PE event for an individual, and the answer to

- [15-M] is "N", you get the RPAI screen

- [15-M] is "Y", you get the Rep Payee Main Menu (RPMM) screen

- [16-C] is less than 1 year, you get the Individual Applicant/Rep Payee Residence Address (RPAI) screen

RELATED PAGES

Data Selection Menu (RPDU) screen, 243-A
Individual Applicant/Rep Payee Residence Address (RPAI) screen, 239-E
Update/Query Selection Menu (RPUP) screen, 239-Y

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Make Note

Link to this section:
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Section 239-E Individual Applicant/Rep Payee Residence Address (RPAI)

INTRODUCTION

This screen captures the residence address information for the applicant/Rep Payee when the residence address is not the same as the mailing address or when the mailing and residence addresses are the same but the effective date is less than one year.

FACSIMILE: RPAI - INDIVIDUAL APPLICANT/REP PAYEE RESIDENCE ADDRESS

```
RPAY            INDIVIDUAL APPLICANT/REP PAYEE RESIDENCE ADDRESS       RPAI
     TRANSFER TO: XXXX

   RP: SSS-SS-SSSS  SSSSS SSSSSSSSSS

   PLEASE PROVIDE YOUR RESIDENCE ADDRESS:
   [1-M]
   ADDRESS: XXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXX
            XXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXX
      [2-M]                         [3-C]        [4-C]
      CITY: XXXXXXXXXXXXXXXXXXXXXXX STATE: XX   ZIP: 99999
   [5-O]                           [6-O]
   STATE AND COUNTY CODE: XXXXXX    DISTRICT OFFICE CODE: XXX
   [7-C]                           [8-C]
   COUNTRY: XXXXXXXXXXXXXXXXXXXXXXX POSTAL ZONE : XXXXXXXXXXXXXXX
   [9-M]
   WHAT IS THE EFFECTIVE DATE OF THIS RESIDENCE ADDRESS? (MMYY): 9999

   IF YOU HAVE LIVED AT YOUR PRESENT RESIDENCE LESS THAN 1 YEAR,
   PLEASE PROVIDE YOUR PRIOR ADDRESS:
   [10-C]
   ADDRESS: XXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXX
            XXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXX
      [11-C]                        [12-C]       [13-C]
      CITY: XXXXXXXXXXXXXXXXXXXXXXX STATE: XX   ZIP: 99999
   [14-C]                          [15-C]
   STATE AND COUNTY CODE: XXXXXX    DISTRICT OFFICE CODE: XXX
   [16-C]                          [17-C]
   COUNTRY: XXXXXXXXXXXXXXXXXXXXXXX POSTAL ZONE : XXXXXXXXXXXXXXX
   [18-C]
   WHAT IS THE EFFECTIVE DATE OF THIS RESIDENCE ADDRESS? (MMYY): 9999
   [19-C]
   NUMBER OF RESIDENCE ADDRESSES YOU HAVE HAD IN THE PAST YEAR? XX
```

HOW YOU GOT HERE

- This screen appears after the Individual Applicant/Rep Payee Address (RPAD) screen when you

are establishing, updating or querying a Rep Payee application for an individual, and the Rep Payee/applicant's residence address is not the same as the mailing address. The answer to [16-M] on the RPAD screen (IS YOUR RESIDENCE ADDRESS THE SAME AS ABOVE?) was "N", or the answer to [16-M] was "Y" and [17-C] was less than 1 year.

• This screen also appears when you enter "03" for the screen selection on the Update/Query Selection Menu (RPUP) screen, or when you enter "2" for the screen selection on the Data Selection Menu (RPDU) screen. For these situations, the RPAI screen will appear after the RPAD screen only when the answer to [16-M] on the RPAD screen was "N".

Note: When updating or querying a PE event for an individual Rep Payee, all the information from IF YOU HAVE LIVED AT YOUR PRESENT RESIDENCE LESS THAN 1 YEAR to the bottom of the screen will not appear.

COMMON FIELDS

[1-M] ADDRESS: XX (up to 4 lines 22 characters each) XX
[2-M] CITY: XXXXXXXXXXXXXXXXXXXXXXX
[3-C] STATE: XX
[4-C] ZIP: 99999
[5-O] STATE AND COUNTY CODE: XXXXXX
[6-O] DISTRICT OFFICE CODE: XXX
[7-C] COUNTRY: XXXXXXXXXXXXXXXXXXXXXXX
[8-C] POSTAL ZONE: XXXXXXXXXXXXXX
[10-C] ADDRESS: XX (up to 4 lines 22 characters each) XX
[11-C] CITY: XXXXXXXXXXXXXXXXXXXXXX
[12-C] STATE: XX
[13-C] ZIP: 99999
[14-C] STATE AND COUNTY CODE: XXXXXX
[15-C] DISTRICT OFFICE CODE: XXX
[16-C] COUNTRY: XXXXXXXXXXXXXXXXXXXXXXX
[17-C] POSTAL ZONE: XXXXXXXXXXXXXX

The above common fields display information for the applicant/Rep Payee's residence address and prior residence address.

Reference: Common Fields, MSOM 238>

[9-M]   WHAT IS THE EFFECTIVE DATE OF THIS RESIDENCE ADDRESS? (MMYY): 9999

Enter the effective date of the residence address.

[18-C]   WHAT IS THE EFFECTIVE DATE OF THIS RESIDENCE ADDRESS? (MMYY): 9999

Enter the effective date of the prior residence address when [9-M] is less than one year.

[19-C]   NUMBER OF RESIDENCE ADDRESSES YOU HAVE HAD IN THE PAST YEAR? XX

Enter the number of residence addresses the applicant has had in the past year.

RESULTS

- When establishing, updating or querying a Rep Payee application for an individual, and

  - ➢ the answer to [1-M] on the RPAD screen was "Y", you will get the Applicant/Rep Payee Felony Info (RPFL) screen.

  - ➢ If the answer to [1-M] on the RPAD screen was "N" you will get the Beneficiary/Recipient Cross-Reference (BRXR) screen for the beneficiary/recipient.

- When updating or querying a PE event for an individual Rep Payee, you will get the Rep Payee Main Menu (RPMM) screen.

- When updating a PE event, if there is already an address shown on the RPAI screen, this address can be overkeyed to update the residence address.

RELATED PAGES

Individual Applicant/Rep Payee Address (RPAD) screen, 239.D

07/21/03 (TN #469)

                                                Make Note
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Section 239-F Applicant/Rep Payee Felony Info (RPFL)

INTRODUCTION

This screen collects additional self reported criminal information about the Rep Payee/Applicant when they provide a positive response to any question on the RPCW screen.

FACSIMILE: RPFL - APPLICANT/REP PAYEE FELONY INFO

```
RPAY                   APPLICANT/REP PAYEE FELONY INFO              RPFL
 TRANSFER TO: XXXX

 RP: SSS-SS-SSSS  SSSSS SSSSSSSSSS

 [1-C]
 WHAT WAS THE CRIME? XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 [2-C]
 ON WHAT DATE WERE YOU CONVICTED? (MMYY): 9999
 [3-C]
 WHAT WAS YOUR SENTENCE? XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 [4-O]
 IF IMPRISONMENT, WHEN WERE YOU RELEASED? (MMYY): 9999
 [5-O]
 IF PROBATION ORDERED, WHEN DID/WILL YOUR PROBATION END? (MMYY): 9999
 [6-C]                        [7-C]
 DATE OF WARRANT (MMYY): 9999    STATE WHERE WARRANT ISSUED: XX
 [8-O]
 DATE WARRANT SATISFIED (MMYY): 9999
```

HOW YOU GOT HERE

- This screen appears after the Individual Applicant/Rep Payee Criminal Warrant Info (RPCW) screen when you are establishing, updating or querying a Rep Payee application for an individual, and [1-M] or [2-M] or [3-M] on the RPCW screen is answered "Y".

- This screen appears when you enter "04" for the screen selection on the Update/Query Selection Menu (RPUP) screen.

- This screen appears when you enter "04" for the screen selection on the Data Selection Menu (RPDU) screen.

[1-C]   WHAT WAS THE CRIME? XX (56 CHARACTERS) XX

Enter the crime committed by the applicant.

[2-C]   ON WHAT DATE WERE YOU CONVICTED? (MMYY): 9999

Enter the date the applicant was convicted of the crime in [1-M].

[3-C]   WHAT WAS YOUR SENTENCE? XX(30 CHARACTERS)XX

Enter the applicant's sentence for the crime in [1-M].

[4-O]   IF IMPRISONMENT, WHEN WERE YOU RELEASED? (MMYY): 9999

Enter the date when the applicant was released from prison, if imprisoned.

[5-O]   IF PROBATION ORDERED, WHEN DID/WILL YOUR PROBATION END? (MMYY): 9999

Enter the date when probation ended or will end, if probation ordered.

[6-C]   DATE OF WARRANT (MMYY): 9999

Enter the date of the unsatisfied felony warrant.

[7-C]   STATE WHERE WARRANT ISSUED: XX

Enter the state where the unsatisfied felony warrant was issued.

[8-O]   DATE WARRANT SATISFIED (MMYY): 9999

Enter the date that the felony warrant was satisfied.

RESPONSES

**Message: APPLICANT HAS PAST INCARCERATION OF 1 YEAR –
INVESTIGATE SUITABILITY**

Condition: This message will appear if at application time the payee applicant states that he
has been incarcerated for one year or more and that applicant is currently serving
as payee for others.

Resolution: A determination needs to be made, depending on the severity of the crime as to
whether this applicant should continue to serve others as payee.

**Message: FELON APPLICANT IS CURRENTLY SERVING OTHERS AS
PAYEE – INVESTIGATE SUITABILITY**

Condition: This message will appear if at application time the payee applicant states he has
committed a felony and that applicant is currently serving as payee for others.

Note: This response is generated through the SSA-11 path and does not interface
with the PRISON SYSTEMS/FUGITIVE FELONS PFSM (33 off the SSA Main
Menu) database.

Resolution: A determination needs to be made, depending on the severity of the crime as to
whether this applicant should continue to serve others as payee.

RESULTS

- When establishing, updating or querying a Rep Payee application for an individual you will get
  the Beneficiary/Recipient Cross-Reference (BRXR) screen for the beneficiary/recipient.

- When updating or querying a PE event for an individual Rep Payee, you will get the Rep Payee
  Main Menu (RPMM) screen.

RELATED PAGES

Applicant/Rep Payee Criminal Warrant Info (RPCW), 239-X
Data Selection Menu (RPDU) screen, 243-A
Individual Applicant/Rep Payee Address (RPAD) screen, 239-D
Update/Query Application Menu (RPUP) screen, 239-Y

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Section 239-G Beneficiary/Recipient Cross-Reference (BRXR)

INTRODUCTION

Beneficiary/Recipient Cross-Reference (BRXR) interfaces with the MBR and SSR and displays all of the entitlements reflected in RPS for the beneficiary/recipient according to his/her own social security number.

BRXR lets you select the entitlement(s) for which this applicant is applying to be Rep Payee. You can also add any other entitlement(s) not displayed.

FACSIMILE: BRXR - BENEFICIARY/RECIPIENT CROSS-REFERENCE

```
RPAY   PF1=HELP      BENEFICIARY/RECIPIENT CROSS-REFERENCE            BRXR
  TRANSFER TO: XXXX

BN: SSS-SS-SSSS  SSSSS SSSSSSSSSS

UNDER CHOICE KEY AN "X" FOR THE ENTITLEMENT THE APPLICANT IS APPLYING
TO BE REP PAYEE FOR:

         [2-C]            [4-C]
 [1-M]   ACCOUNT  [3-M]   TITLE [5-O] [6-D]                [7-D]      [8-D]   [9-M]
 CHOICE  NUMBER   BIC/ID  2/16  DA/A  BN NAME              DOB        LAF/PSY IC/PE
   -     SSSSSSSS  SSS     SS    S     SSSSS SSSSSSSSSS SS/SS/SSSS SSS        XX
   -     SSSSSSSS  SSS     SS    S     SSSSS SSSSSSSSSS SS/SS/SSSS SSS        XX
   -     XXXXXXXX  XXX     XX    X     SSSSS SSSSSSSSSS SS/SS/SSSS SSS        XX
   -     XXXXXXXX  XXX     XX    X     SSSSS SSSSSSSSSS SS/SS/SSSS SSS        XX
   -     XXXXXXXX  XXX     XX    X                                           XX
   -     XXXXXXXX  XXX     XX    X                                           XX
   -     XXXXXXXX  XXX     XX    X                                           XX
   -     XXXXXXXX  XXX     XX    X                                           XX
```

HOW YOU GOT HERE

You selected "1" for MODE (ESTABLISH) and "01" for PROCESS (Rep Payee Application) on the Representative Payee Main Menu (RPMM) and

- you entered an APPLICANT/REP PAYEE SSN on the Representative Payee Main Menu (RPMM) and the beneficiary/recipient's SSN is known

- this screen appears after the Individual Applicant/Rep Payee Address (RPAD) screen when [1-M] is answered "N" and [16-M] is answered "Y" and [17-C] is more than one year on the RPAD screen

- this screen appears after the Applicant/Rep Payee Residence Address (RPAI) screen when both [1-M] and [16-M] on the RPAD screen are answered "N", or [1-M] is answered "N" and [16-M] is answered "Y" but [17-C] is less than one year

- this screen appears after the Applicant/Rep Payee Felony Info (RPFL) screen when [1-M] on the RPAD screen is answered "Y"

- you entered an APPLICANT/REP PAYEE LOCATION ZIP on the Representative Payee Main menu (RPMM) and the beneficiary/recipient's SSN is unknown, this screen appears after the SSN Unknown (RLSU) screen

- you entered an APPLICANT/REP PAYEE LOCATION ZIP on the Representative Payee Main Menu (RPMM) and the BENEFICIARY/RECIPIENT's SSN is known, this screen appears after the SSN VERIFICATION (RPSV) screen for the BENEFICIARY/ RECIPIENT

- when you selected "2/3" for MODE (UPDATE/QUERY) and "01" for PROCESS (REP PAYEE APPLICATION) on the Representative Payee Main Menu (RPMM) and you selected "05" (Entitlement) on the Update/Query Selection Menu (RPUP) screen

COMMON FIELDS

[6-D]   BN NAME: SSSSS SSSSSSSSSS

Reference: MSOM 238

[1-M]   CHOICE

Enter

"X" next to the entitlement for the beneficiary/recipient from [2-C] for which the applicant is applying to be Rep Payee

"D" next to the entitlement that is displayed and does not belong to the beneficiary/recipient

You cannot enter an "X" for

- multiple entitlements that have the same account number and title
- more than one title 16 entitlement

You may enter a maximum of 4 Xs to choose 4 entitlements. A maximum of 8 entitlements can be displayed on this screen.

Also, if the screen displays "PE" and you are processing an initial claim, do <u>not</u>"X" the PE line. Instead, input a new entitlement line with "IC."

[2-C]   ACCOUNT NUMBER: XXXXXXXXX

- The account number for any entitlement presently on the MBR/SSR for the beneficiary/recipient will be displayed here. In a T16 couples case, the Housed Under Number (HUN) will be displayed here.

- If RPS is entered via the Business Function Menu (BFMN) <u>or</u> the GO TO RPS facility in MCS, the account number of the claim in MCS <u>or</u> MSSICS is propagated here.

- If the applicant is applying for an entitlement not displayed, enter the account number of the entitlement for which the applicant is applying to be Rep Payee.

<u>Note:</u>   This is not the beneficiary's account number (BOAN). However, it is the account number on which the beneficiary is applying or receiving benefits.

[3-M]   BIC/ID: SSS

- The BIC/ID for the account number for any entitlement presently on the MBR/SSR for the beneficiary/recipient will be displayed here.

- If the applicant is applying for an entitlement not displayed or one propagated via the SEAMLESS process, enter the BIC/ID of the entitlement for which the applicant is applying to be Rep Payee.

<u>Note:</u>   If the applicant is applying for an entitlement that is an initial claim, enter the BIC/ID.

[4-C]   TITLE 02/16: XX

- The title (02 or 16) of the account number in [2-C] is displayed here.

- If you entered an SSN in [2-C] or one is propagated via the SEAMLESS process, enter the correct title (02 or 16) for that SSN.

[5-O]   DA/A: S

- The drug addict/alcoholic identification code will be displayed here for the beneficiary/recipient. This field will be blank when there is no Drug Addict/Alcoholic indicator on the MBR/SSR.

- If you entered an account number in [2-C] and [4-C] is "16" or "02", enter the appropriate drug addict/alcoholic code when applicable. The possible values for the drug addict/alcoholic code are:

  N - Neither Drug Addict nor Alcoholic
  P - Pending
  Q - Maybe Drug Addict or Alcoholic
  W - No longer a DAA condition
  X - Alcoholism involved-not material to determination of disability
  Y - Drug Addiction involved-not material to determination of disability
  Z - Both Alcoholism Drug Addiction involved-not material to
       determination of disability

- This field is unprotected so you can make any necessary changes "until" a selection is made.

- The only X-REF-BIC/ID allowable with a DAA entry are DI, DS, or DC for title XVI entitlements and A (under age 65), C (age 18 and over) and W (under age 65) for title II entitlements.

[7-D]   DOB: SS/SS/SSSS

The DOB from the MBR/SSR for the beneficiary/recipient in [6-D] is displayed here.

[8-D]   LAF/PSY: SSS

RPS displays the LAF/PSY from the MBR/SSR for the beneficiary/recipient in
[6-D] here.

[9-M]   IC/PE: XX

For the entitlement chosen in [1-M], enter IC when the T2/T16 entitlement is an initial claim in MCS or MSSICS or enter PE when the entitlement is already adjudicated and an MBR/SSR is established.

PE is propagated to this field when the MBR/SSR LAF/PSY is in pay. All entitlements shown in this field which are considered in pay, will have the PE propagated. In all other instances this field will be blank. You must complete this field.

If you entered "PE" and entered information in [2-C] for the SSN and [3-M] for the BIC/ID, RPS rereads the MBR/SSR and

- If the entitlement is found, the information for [6-D], [7-D], and [8-D] are displayed.

- However, if the entitlement is not found on the MBR/SSR, then "NIF" is shown in [6-

D]. You are not allowed to enter an "X" for [1-M].

If the beneficiary was previously terminated for work activity, is now requesting a disability review and is eligible to receive provisional payments (Expedited Reinstatement Case), the LAF displayed will be either T8, X7 or U. You MUST enter PE in this field for RPS to process the change of payee action.

RESULTS

If you are in establish mode or you are in update mode and you added entitlement and PE in [9-M] to the screen, RPS reads the MBR and SSR after you press ENTER the first time. When RPS is finished, you receive a message prompting you to press ENTER again. Pressing ENTER the second time displays the Relationship Information (RELA) screen.

RELATED PAGES

Update/Query Application Menu (RPUP) screen, 239.Y

11/17/00 (TN #332)

Previous   **Next**

Make Note

Link to this section:
http://policynet.ba.ssa.gov/msom.nsf/links/070239G

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Section 239-H Relationship Information (RELA)

INTRODUCTION

Relationship Information (RELA) records

- whether the applicant thinks he may want direct deposit,
- the type of Rep Payee/applicant,
- whether the beneficiary/recipient lives with the applicant,
- whether there is a court-appointed legal guardian, and
- the length of time the applicant has known the beneficiary/recipient

FACSIMILE: RELA - RELATIONSHIP INFORMATION

```
RPAY                   RELATIONSHIP INFORMATION                    RELA
TRANSFER TO: XXXX

RP: SSS-SS-SSSS  SSSSS SSSSSSSSSS     BN: SSS-SS-SSSS  SSSSS SSSSSSSSSS

[1-M]
HAVE YOU ESTABLISHED A BANK ACCOUNT FOR RECEIPT OF THESE PAYMENTS? (Y/N/?): X
[2-M]
CHOOSE TYPE OF APPLICANT/REP PAYEE: 99
01. SELF                               07. SPOUSE
02. NATURAL OR ADOPTIVE FATHER         08. STEPFATHER
03. NATURAL OR ADOPTIVE MOTHER         09. STEPMOTHER
04. NATURAL OR ADOPTIVE CHILD OR STEPCHILD   10. GRANDPARENT
                                       11. ESSENTIAL PERSON
[3-C]                                  12. INSTITUTION
05. OTHER RELATIVE, SPECIFY:
    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
[4-C]
06. OTHER, SPECIFY:
    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
[5-C]
DO YOU HAVE PHYSICAL CUSTODY? (Y/N): X

[6-M]
DOES THE BENEFICIARY/RECIPIENT HAVE A COURT-APPOINTED LEGAL GUARDIAN (Y/N): X

[7-C]
IF YES, ARE YOU THE LEGAL GUARDIAN? (Y/N): X

[8-C]
IF NOT SELF/RELATIVE, WHEN DID YOU MEET THE
BENEFICIARY/RECIPIENT? (MMYYYY): 999999
```

HOW YOU GOT HERE

- When you are establishing, updating or querying a Rep Payee application for an individual or an

institution, this screen appears after the Beneficiary/Recipient Cross-Reference (BRXR) screen.

- This screen appears when you enter "06" for the screen selection on the Update/Query Selection Menu (RPUP) screen.

- This screen also appears when you enter "08" for the screen selection on the Data Selection Menu (RPDU) screen.

[1-M]   HAVE YOU ESTABLISHED A BANK ACCOUNT FOR RECEIPT OF THESE PAYMENTS? (Y/N/?) : X

Enter:

Y - if the applicant has a bank account for direct deposit of the beneficiary's/recipient's payment.

N - if the applicant does not have a bank account for the beneficiary's/recipient's payment.

? - if the applicant wants direct deposit but does not have the bank information available.

Note: If "?" is entered on RPDA, direct deposit information has to be entered on RPDD at time of Selection of Rep Payee.

[2-M]   CHOOSE TYPE OF APPLICANT/REP PAYEE: 99

Enter the type of applicant/Rep Payee based on the relationship of the beneficiary/recipient to the applicant.

"01" for self.
"02" for natural or adoptive parent.
"03" for natural or adoptive mother.
"04" for natural or adoptive child or stepchild.
"07" for spouse.
"08" for stepfather.
"09" for stepmother.
"10" for grandparent.
"11" for essential person (Title XVI only).
"12" for institution.

This field is prefilled with "01" when the APPLICANT/REP PAYEE SSN = BENEFICIARY/RECIPIENT SSN on Rep Payee Main Menu (RPMM).
This field is prefilled with "12" when the APPLICANT/REP PAYEE LOCATION ZIP is entered on Rep Payee Main Menu (RPMM).

The entry "11" is for title XVI only. If the entitlement are both title II and title XVI, this choice is not

available.

The entry changes to a "23" when "03" Payee Development is selected on RSEL for an individual payee applicant.

[3-C]   05. OTHER RELATIVE, SPECIFY:
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Specify the other relative type when "05" is chosen for [1-M].

[4-C]   06. OTHER, SPECIFY:
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Specify the type of Applicant/Rep Payee when "06" is chosen for [1-M].

[5-C]   DO YOU HAVE PHYSICAL CUSTODY? (Y/N): X

Enter:

> Y -if the applicant has physical custody of the beneficiary/recipient.

> N -if the applicant does not have physical custody of the beneficiary/recipient.

Note: This question will not appear when [1-M] = "01."

Reference: POMS GN 00501.010B.8.

[6-M]   DOES THE BENEFICIARY/RECIPIENT HAVE A COURT-APPOINTED LEGAL GUARDIAN? (Y/N): X

Enter:

> Y -if the beneficiary/recipient has a court-appointed legal guardian.

> N -if the beneficiary/recipient does not have a court-appointed legal guardian.

Reference: POMS GN 00502.139

[7-C]   IF YES, ARE YOU THE LEGAL GUARDIAN? (Y/N):

X

Enter

Y -if the answer in [6-M] is "Y" and the applicant is the beneficiary/recipient's court-appointed legal guardian.

N -if the answer to [6-M] is "Y" and the applicant is not the beneficiary/recipient's court-appointed legal guardian.

Do not answer this question if the answer in [6-M] is "N".

[8-C]   IF NOT SELF/RELATIVE, WHEN DID YOU MEET THE BENEFICIARY/RECIPIENT? (MMYYYY): 999999

Enter the date the applicant first met the beneficiary/recipient when the answer to [1-M] is "06" or "11".

Note: This question will not appear when [2-M] = "12."

RESULTS

When establishing, updating or querying a Rep Payee application and the answer to

- [1-M] is "Y", Direct Deposit Application (RPDA) appears

- [2-M] is "01," and the answer to [6-M] is "Y", Court-Appointed Legal Guardian (BRLR) appears

- [2-M] is "01," and the answer to [6-M] is "N", Rep Payee Main Menu (RPMM) appears

- [2-M] is "02", "03", "04", "05", "06", "07", "08", "09", "10", or "11" and the answer to [5-C] is "Y", Additional Relationship Information (RLAD) appears

- [2-M] is "02", "03", "04", "05", "06", "07", "08", "09", "10" "11" or "12" and the answer to [5-C] is "N", Custody Code (CSCD) appears

- [2-M] is propagated "12" and the answer to [5-C] is "N", the CSCD screen appears

When updating or querying a PE Event and the answer to

- [2-M] is "02", "03," "04," "05," "06," "07," "08," "09," "10," "11" or "12" and the answer to [5-C] is "Y" and the answer to [6-M] is "Y", the BRLR screen appears

- [2-M] is "02", "03", "04", "05", "06", "07", "08", "09", "10", "11" or "12" and the

answer to [5-C] is "N", the CSCD screen appears

- [2-M] is "01", and the answer to [6-M] is "Y", Court-Appointed Legal Guardian (BRLR) appears

- [2-M] is "01", and the answer to [6-M] is "N", Representative Payee Main Menu (RPMM) appears

- [6-M] changes from "Y" to "N", andan open LEGREP issue exists on the RDWK, a receipt date is set = to the current date for the LEGREP issue

RELATED PAGES

Court-Appointed Legal Guardian (BRLR) screen, 239.P
Custody Code (CSCD) screen, 239.I
Data Selection Menu (RPDU) screen, 243.A
Direct Deposit Application (RPDA) screen, 239.W
Update/Query Selection Menu (RPUP) screen, 239.Y

07/09/01 (TN #361)

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Make Note

Link to this section:
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Section 239-I Custody Code (CSCD)

INTRODUCTION

This screen records:

- who has custody of the beneficiary/recipient,
- where the beneficiary/recipient lives, if custody is self; and
- if an institution has custody, the ZIP access to the organization's information.

FACSIMILE: CSCD - CUSTODY CODE

```
RPAY                    CUSTODY CODE                    CSCD
     TRANSFER TO: XXXX

   BN: SSS-SS-SSSS   SSSSS SSSSSSSSSS

   [1-M]
   CHOOSE WHO HAS PHYSICAL CUSTODY OF THE BENEFICIARY/RECIPIENT: XX
   01. SELF                                07. SPOUSE
   02. NATURAL OR ADOPTIVE FATHER          08. STEPFATHER
   03. NATURAL OR ADOPTIVE MOTHER          09. STEPMOTHER
   04. NATURAL OR ADOPTIVE CHILD OR STEPCHILD   10. GRANDPARENT
                                           11. ESSENTIAL PERSON
   [2-C]                                   12. INSTITUTION
   05. OTHER RELATIVE, SPECIFY:
       XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
   [3-C]
   06. OTHER, SPECIFY:
       XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

   [4-C]
   IF CUSTODY EQUALS "12", THEN WHAT IS THE LOCATION ZIP: 99999
```

HOW YOU GOT HERE

When you are establishing, updating or querying a Rep Payee application for an individual or an institution, this screen appears after the Relationship Information (RELA) screen when the answer to [4-C] on the RELA screen is "N".

This screen appears when you enter "07" for the screen selection on the Update/Query Selection Menu (RPUP) screen.

This screen also appears when you enter "08" for the screen selection on the Data Selection Menu (RPDU) screen and the answer to [4-C] on the RELA screen is "N". In this situation, [4-C] will not appear on this screen.

[1-M] CHOOSE WHO HAS PHYSICAL CUSTODY OF THE BENEFICIARY/RECIPIENT: XX

Enter who has physical custody of the beneficiary/recipient.

"01" for self.
"02" for natural or adoptive father.
"03" for natural or adoptive mother.
"04" for natural or adoptive child or stepchild.
"05" for other relative.
"06" for other.
"07" for spouse.
"08" for stepfather.
"09" for stepmother.
"10" for grandparent.
"11" for essential person (Title XVI only).
"12" for institution.

[2-C] 05. OTHER RELATIVE, SPECIFY:
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Specify the other relative type when "05" is chosen for [1-M].

[3-C] 06. OTHER, SPECIFY:
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Specify who has physical custody of the beneficiary/recipient when "06" is chosen for [1-M].

[4-C] IF CUSTODY EQUALS "12", THEN WHAT IS THE LOCATION ZIP: 99999

Enter the location ZIP code of the institution in that has physical custody of the beneficiary/recipient when the entry for [1-M] = "12".

RESULTS

- When establishing, updating or querying a Rep Payee application and a ZIP code is entered in [4-C], you will get the ZIP access (ZIPL) screen.

- When establishing, updating or querying a Rep Payee application and there is no entry in [4-C], you will get the Additional Relationship (RLAD) screen.

- When updating or querying a PE event and the answer to [5-M] on the Relationship Information (RELA) screen was "Y", you will get the Court-Appointed Legal Representative (BRLR) screen.

- When updating or querying a PE event and the answer to [5-M] on the Relationship Information (RELA) screen was "N", you will get the Rep Payee Main Menu (RPMM) screen.

RELATED PAGES

Beneficiary/Recipient Residence Address (BRRA) screen, 239.Q
Relationship Information (RELA) screen, 239.H
Update/Query Application Menu (RPUP) screen, 239.Y
ZIP Access List (ZIPL) screen, 242.A

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Make Note
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Section 239-J Additional Relationship Information (RLAD)

INTRODUCTION

Additional Relationship Information (RLAD) records

- why the representative payee thinks the beneficiary/recipient is unable to handle his/her own benefits

- why the representative payee applicant thinks he/she would be the best payee

- what the applicant provided for proof of identity

FACSIMILE: RLAD - ADDITIONAL RELATIONSHIP INFORMATION

```
RPAY                    ADDITIONAL RELATIONSHIP INFORMATION              RLAD
   TRANSFER TO: XXXX

   RP: SSS-SS-SSSS  SSSSS SSSSSSSSSS     BN: SSS-SS-SSSS  SSSSS SSSSSSSSSS

   [1-C]
   CHOOSE REASON WHY THE CLAIMANT IS UNABLE TO HANDLE HIS/HER OWN BENEFITS: X
   1. MENTAL RETARDATION          5. DRUG ADDICT/ALCOHOLIC
   2. LEGALLY INCOMPETENT         6. OTHER MENTAL IMPAIRMENT
   3. MINOR CHILD
   4. DOES NOT KNOW VALUE OF MONEY
                            [2-C]
                            7. OTHER, SPECIFY: XXXXXXXXXXXXXXXXXXXX
   [3-M]                        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
   CHOOSE WHY YOU WOULD BE THE BEST REPRESENTATIVE PAYEE: X  X  X  X  X
   1. I AM A RELATIVE             4. THERE IS NO ONE ELSE
   2. I TAKE CARE OF HIM/HER
   3. I AM THE LEGAL GUARDIAN
                            [4-C]
                            5. OTHER, SPECIFY: XXXXXXXXXXXXXXXXXXXX
   [5-C]                        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
   TYPE OF APPLICANT ID:   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

HOW YOU GOT HERE

On the Representative Payee Main Menu (RPMM) you entered "1" for MODE (Establish), "01" for PROCESS (Rep Payee Application) for an RP applicant that is not the beneficiary/recipient, and you completed the

- Relationship Information (RELA) screen whenever the RP applicant has custody, OR

- Custody Code (CSCD) screen whenever the RP applicant does not have custody and the custodian is not an institution/organization, <u>OR</u>

- Zip Access (ZIPL) screen (which followed the CSCD screen) whenever you have an RP applicant who is not the custodian, the custodian is an organization/institution and the custodian is on the ZIPL screen, <u>OR</u>

- Representative Payee EIN Info from EIF (REIN) screen (which followed the CSCD screen, ZIPL and applicable organization/institution screens) whenever you have an RP applicant who is not the custodian, the custodian is an organization/institution and that custodian is not on the ZIPL screen.

On the Representative Payee Main Menu (RPMM) you entered "2/3" for Mode (Update/Query), "01" for Process (Rep Payee Application) and on the Update/Query Selection Menu (RPUP) you selected "08" (additional relationship) for screen selection for an RP applicant that is not the beneficiary/recipient.

[1-C]   CHOOSE REASON WHY THE CLAIMANT IS UNABLE TO HANDLE HIS/HER OWN BENEFITS: X

Enter the reason why the RP applicant thinks the beneficiary/recipient is unable to handle his/her own benefits:

"1" if the claimant is mentally retarded
"2" if the claimant is legally incompetent
"3" if the claimant is a minor child
"4" if the claimant does not know the value of money
"5" if the claimant is a drug addict/alcoholic
"6" if the claimant has a mental impairment other than mental retardation
"7" if the claimant is unable to handle his/her own benefit for a reason not listed above.

<u>Caution:</u>   For reason #2, you must have answered "Y" for DOES THE BENEFICIARY/RECIPIENT HAVE A COURT-APPOINTED LEGAL GUARDIAN field on the Relationship Information (RELA) screen. Otherwise, you will receive an interscreen edit on the General Message (RPGM) screen.

For reason #7 add a verb because this text is used for the 3rd fill-in for statement REP103 on the SSA-11.

This question will not appear if CHOOSE TYPE OF APPLICANT/REP PAYEE is "01" on the Relationship Information (RELA) screen.

[2-C]   7. OTHER, SPECIFY: XX[UP TO 60 CHARACTERS]

. **XX**

If "7" is selected for [1-C], explain the reason the RP applicant thinks the beneficiary/recipient is unable to handle his/her own benefits.

Note: This will not appear if [1-C] does not appear.

[3-M]   CHOOSE WHY YOU WOULD BE THE BEST REPRESENTATIVE PAYEE: X X X X X

Enter all the reasons why the RP applicant thinks he/she would be the best payee:

"1" if the RP applicant is a relative
"2" if the RP applicant takes care of the beneficiary/recipient
"3" if the RP applicant is the legal guardian
"4" if the RP applicant thinks there is no one else available
"5" if none of the above reasons apply or an additional reason exists.

[4-C]   5. OTHER, SPECIFY: XX(UP TO 60 CHARACTERS) XX

If "5" is selected for [3-M], explain the reason why the RP applicant thinks the beneficiary/recipient is unable to handle his/her own benefits or explain the additional reason.

[5-C]   TYPE OF APPLICANT ID: XX(UP TO 50 CHARACTERS)XX

Specify the type of ID presented by the Applicant/Rep Payee and enter any other pertinent data (i.e., ID number) up to 50 characters.

Reference: POMS GN 00502.117

Note: If the Applicant/Rep Payee is self or an institution/organization this field is darkened.

For the Kiddie Loop the TYPE OF APPLICANT ID field will be captured for the first beneficiary. For each subsequent beneficiary in the same session the same value will be propagated.

RESULTS

• If you entered this screen for a beneficiary/recipient where the RP applicant is a natural or

adoptive parent/spouse who has custody, and you entered "Y" for DOES THE BENEFICIARY/RECIPIENT HAVE A COURT-APPOINTED LEGAL GUARDIAN? on the Relationship Information (RELA) screen, you go to the Court-Appointed Legal Guardian (BRLR) screen.

- If you entered this screen for a beneficiary/recipient where the RP applicant is a natural or adoptive parent/spouse who has custody, and you entered "N" for DOES THE BENEFICIARY/RECIPIENT HAVE A COURT-APPOINTED LEGAL GUARDIAN? on the Relationship Information (RELA) screen, you go to the Representative Payee Main Menu (RPMM) screen.

- If you entered this screen for a beneficiary/recipient when the RP applicant is not the natural or adoptive parent/spouse who has custody, you will go to the Interest Information (RLIN) screen.

RELATED PAGES

Update/Query Selection Menu (RPUP) screen, 239.Y

07/09/01 (TN #361)

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Make Note

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Section 239-K Interest Information (RLIN)

INTRODUCTION

Interest Information (RLIN) collects the following information pertaining to the relationship between the applicant and the beneficiary/recipient:

- how the applicant would know about the beneficiary/recipient's needs

- if the applicant is away for any reason, who will take care of the beneficiary/recipient, and

- if the beneficiary/recipient does/will owe the applicant any money

- if a Fee for Service Organization will charge a fee to act as Representative Payee

FACSIMILE: RLIN - INTEREST INFORMATION

```
RPAY                    INTEREST INFORMATION                    RLIN
TRANSFER TO: XXXX

RP: SSS-SS-SSSS  SSSSS SSSSSSSSSS        BN: SSS-SS-SSSS  SSSSS SSSSSSSSSS

    [1-M]
    IF APPOINTED PAYEE, HOW WILL YOU KNOW ABOUT THE PERSON'S NEEDS: X
        1. LIVES WITH ME/THE INSTITUTION I REPRESENT
        2. VISIT DAILY
        3. VISIT AT LEAST ONCE A WEEK
        [2-C]
        4. BY OTHER MEANS, EXPLAIN: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                                    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
    [3-C]
    IF YOU ARE AWAY FOR WORK OR ANY OTHER REASON, DOES SOMEONE TAKE CARE
    OF THE BENEFICIARY/RECIPIENT? (Y/N): X
    IF YES, PLEASE PROVIDE:
    [4-C]                                   [5-C]
    NAME: XXXXXXXXXXXXXXX X XXXXXXXXXXXXXXXXXXXX RELATIONSHIP: XXXXXXXXXXXXXXX

    [6-M]
    DOES/WILL BENEFICIARY/RECIPIENT OWE YOU MONEY NOW/IN THE FUTURE? (Y/N): X
    [7-C]
    DO YOU INTEND TO CHARGE A FEE FOR THIS BENEFICIARY/RECIPIENT?(Y/N): X
```

HOW YOU GOT HERE

This screen appears after the Additional Relationship Information (RLAD) screen when you are establishing, updating or querying a Rep Payee application for an

- individual other than self, and not a parent (of a minor child) or spouse with custody, or

- institution

This screen also appears when you enter "09" for the screen selection on the Update/Query Selection Menu (RPUP) screen.

[1-M]   IF APPOINTED PAYEE, HOW WILL YOU KNOW ABOUT THE PERSON'S NEEDS: X

Enter

"1"   when the beneficiary lives with the applicant or institution the applicant represents.

"2"   when the applicant visits the beneficiary/recipient daily.

"3"   when the applicant visits the beneficiary/recipient at least once a week.

"4"   when the applicant knows about the person's needs by other means.

[2-C]   BY OTHER MEANS, EXPLAIN: XX(60 CHARACTERS)XX

When [1-M] is answered "4", enter an explanation of how the applicant will know about the beneficiary/recipient's needs.

Note: If you need more room, use RPMK.

[3-C]   IF YOU ARE AWAY FOR WORK OR ANY OTHER REASON, DOES SOMEONE TAKE CARE OF THE BENEFICIARY/RECIPIENT? (Y/N): X

Enter

"Y"   if someone takes care of the beneficiary/recipient when the applicant is away for work or any other reason.

"N"   if someone does not take care of the beneficiary/recipient when the applicant is away for work or any other reason.

Note: Fields [3-C], [4-C] and [5-C] are darkened if the applicant is an institution.

[4-C]   NAME: XXXXXXXXXXXXXX X XXXXXXXXXXXXXXXXXXX

Enter the name of the individual who takes care of the beneficiary/recipient when the applicant is away for work or any other reason. The name is required when the answer to [3-C] is "Y". If the first and/or middle name is unknown, leave blank.

[5-C]   RELATIONSHIP: XXXXXXXXXXXXXXX

Enter the relationship of the person in [4-C] above to the beneficiary/recipient. The relationship is required when the answer to [3-C] is "Y".

Note: If the person in [4-C] is not related to the beneficiary, do not enter "NONE". Instead enter "FRIEND" or "NEIGHBOR" (if either are true) or "NON-RELATIVE" (if there is truly no relationship).

[6-M]   DOES/WILL BENEFICIARY/RECIPIENT OWE YOU MONEY NOW/IN THE FUTURE? (Y/N): X

Enter

"Y"   if the beneficiary/recipient owes the applicant money now or will in the future.

"N"   if the beneficiary/recipient does not owe the applicant money now or will not in the future.

[7-C]   DO YOU INTEND TO CHARGE A FEE FOR THIS BENEFICIARY/RECIPIENT? (Y/N): X

This question appears only if the Payee Applicant is an Organization approved to charge a fee for service. A statement is generated on the SSA-11.

Enter

"Y"   if the applicant intends to charge this beneficiary a fee.

"N"   if the applicant does not intend to charge this beneficiary a fee.

RESULTS

- If you entered "Y" for [6-M], Creditor Relationship Information (RLCR) appears

- If you entered "N" for [6-M], Other Information (RLOT) appears.

RELATED PAGES

Creditor Relationship Information (RLCR) screen, 239.L
Other Information (RLOT), 239.M
Remarks for the SSA-11 (RPMK), 239.V
Update/Query Selection Menu (RPUP) screen, 239.Y

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Section 239-L Creditor Relationship Information (RLCR)

INTRODUCTION

This screen captures information concerning any debt the beneficiary/recipient may owe the representative payee applicant.

FACSIMILE: RLCR - CREDITOR RELATIONSHIP INFORMATION

```
RPAY                 CREDITOR RELATIONSHIP INFORMATION            RLCR
    TRANSFER TO: XXXX

  RP: SSS-SS-SSSS  SSSSS SSSSSSSSSS    BN: SSS-SS-SSSS  SSSSS SSSSSSSSSS


     PLEASE PROVIDE THE FOLLOWING INFORMATION:
     [1-M]     [2-M]         [3-M]
     AMOUNT    DATE (MMYY)   DESCRIPTION OF DEBT
     99999.99  9999          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                             XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                             XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

HOW YOU GOT HERE

• On the Representative Payee Main Menu (RPMM) you selected "1" for MODE (Establish), "01" for PROCESS (Rep Payee Application) and you entered a "Y" for the question DOES/WILL BENEFICIARY/ RECIPIENT OWE YOU MONEY NOW/IN THE FUTURE on the Interest Information (RLIN) screen. OR

• On the Representative Payee Main Menu (RPMM) you selected "2/3" for Mode (Update/Query), "01" for Process (Rep Payee Application) and on the Update/Query Selection Menu (RPUP) you selected "10" (creditor) for screen selection and a "Y" was entered for the question DOES/WILL BENEFICIARY/ RECIPIENT OWE YOU MONEY NOW/IN THE FUTURE on the Interest Information (RLIN) screen.

[1-M]   AMOUNT: 99999.99

Enter the amount of money the beneficiary/recipient owes/or will owe the representative payee applicant.

Note: Lead zeros and cents are not required. Decimal point is required.

[2-M]   DATE: MMYY

Enter the date the debt began or will begin.

[3-M]   DESCRIPTION OF DEBT: XX(UP TO 3 LINES 40 CHARACTERS EACH)XX

Describe the debt.

RESULTS

When you enter this screen, you will go to the OTHER INFORMATION (RLOT) screen.

RELATED PAGES

Interest Information screen, 239.K
Update/Query Application Menu (RPUP) screen, 239.Y

11/23/98 (TN #258)

                                    Make Note
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Section 239-M Other Information (RLOT)

INTRODUCTION

Other Information (RLOT) captures information to determine what additional screens are required to complete the representative payee application.

FACSIMILE: RLOT - OTHER INFORMATION

```
RPAY                         OTHER INFORMATION                    RLOT
    TRANSFER TO: XXXX

    BN: SSS-SS-SSSS   SSSSS SSSSSSSSSS

    [1-C]
    DOES THE CHILD BENEFICIARY/RECIPIENT HAVE A LIVING PARENT? (Y/N/U): X

    [2-C]
    DOES THE CHILD BENEFICIARY/RECIPIENT HAVE A LIVING PARENT OTHER THAN
    THE PAYEE APPLICANT OR HIS/HER LIVING WITH SPOUSE? (Y/N/U):  X

    [3-C]
    OTHER THAN THE APPLICANT, DO RELATIVES OR CLOSE FRIENDS
    LIVE WITH OR SHOW INTEREST? (Y/N): X
```

HOW YOU GOT HERE

On the Representative Payee Main Menu (RPMM) you selected "1" for MODE (Establish), "01" for PROCESS (Rep Payee Application) you completed the

- Creditor Relationship Information (RLCR) screen <u>or</u>

- Interest Information (RLIN) screen and you entered an "N" for DOES/WILL BENEFICIARY/RECIPIENT OWE YOU MONEY NOW/IN THE FUTURE? Or

- When the beneficiary/recipient is under age 18 and is applying to be their own payee.

On the Representative Payee Main Menu (RPMM) you selected "2/3" for MODE (Update/Query), "01" for PROCESS (Rep Payee Application) <u>and</u> on the Update/Query Selection Menu (RPUP) you selected "11" (other information) for screen selection for a beneficiary/recipient when the entry for CHOOSE TYPE OF APPLICANT/REP PAYEE is

- "02", "03" or "07" and the entry for DO YOU HAVE PHYSICAL CUSTODY is "N" on Relationship Information (RELA)

- "04", "05", "06", "08", "09", "10", "11" or "12" on Relationship Information (RELA)

[1-C]   DOES THE CHILD BENEFICIARY/RECIPIENT HAVE A LIVING PARENT? (Y/N/U):

Enter

- "Y" if there is a living parent(s)
- "N" if there is no living parent
- "U" if the existence of a living parent is unknown

Note: This question appears on the screen when the payee applicant is other than a parent and the beneficiary/recipient is under age 18. This question also appears on the screen when the beneficiary/recipient is under age 18 and they are applying to be their own payee.

[2-C]   DOES THE CHILD BENEFICIARY/RECIPIENT HAVE A LIVING PARENT OTHER THAN THE PAYEE APPLICANT OR HIS/HER LIVING WITH SPOUSE? (Y/N/U): X

Enter

- "Y" if there is a living parent(s) not living in the same household
- "N" if there is no other living parent
- "U" if the existence of a living parent is unknown

Note: This question appears on the screen when the payee applicant is a parent who does not have custody of the beneficiary/recipient who is under age 18.

[3-C]   OTHER THAN THE APPLICANT, DO RELATIVES OR CLOSE FRIENDS LIVE WITH OR SHOW INTEREST? (Y/N): X

Enter "Y" if a relative or close friend (other than the living parent mentioned in [1-C]) lives with or shows interest in the beneficiary/recipient. If none, enter "N".

RESULTS

This screen appears	If you entered
Parent Information (BRPI)	- "N" for [3-C] and - "Y" for [1-C]

	• "Y" for [2-C]
Others Interested (RLOI)	• "N" for [3-C], • "N" or "U" for [1-C] and • "Y" for [2-C]
Court-Appointed Legal Representative (BRLR)	• "N" for [3-C], • "N" or "U" for [1-C], • "N" for [2-C] and • "Y" on Relationship Information (RELA) for DOES THE BENEFICIARY/RECIPIENT HAVE A COURT-APPOINTED LEGAL REP?
Beneficiary/Recipient Residence Address (BRRA)	• "N" for [3-C], • "N" or "U" for [1-C], • "N" for [2-C] and • "N" on Relationship Information (RELA) for DOES THE BENEFICIARY/ RECIPIENT HAVE A COURT-APPOINTED LEGAL REP • "N" on the RELA screen for DO YOU HAVE PHYSICAL CUSTODY and you did not enter 12 (institution) for CHOOSE WHO HAS PHYSICAL CUSTODY on Custody Code (CSCD)
Applicant/Rep Payee Employment (RPEM)	• "N" for [3-C], • "N" or "U" for [1-C], • "N" for [2-C] and • "N" on the Relationship Information (RELA) screen for DOES THE BENEFICIARY/ RECIPIENT HAVE A COURT-APPOINTED LEGAL REP • "Y" on the RELA screen for DO YOU HAVE PHYSICAL CUSTODY or "N" for the question and you did not enter 12 (institution) for CHOOSE TYPE OF APPLICANT/ REP PAYEE

RELATED PAGES

Others Interested (RLOI) screen, 239-O
Parent Information (BRPI) screen, 239-N
Update/Query Selection Menu (RPUP) screen, 239-Y

ZIP Access List (ZIPL) screen, 242-A

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Section 239-N Parent Information (BRPI)

INTRODUCTION

This screen captures information about the parent of the child beneficiary/recipient.

FACSIMILE: BRPI - PARENT INFORMATION

```
RPAY                      PARENT INFORMATION                  BRPI
   TRANSFER TO: XXXX


  BN: SSS-SS-SSSS   SSSSS SSSSSSSSSS

 [1-M]
 PLEASE PROVIDE THE FOLLOWING INFORMATION FOR THE LIVING PARENT:
   PARENT NAME: XXXXXXXXXXXXXXX X XXXXXXXXXXXXXXXXXXXXX
   [2-O]                                [3-C]
   TELEPHONE CODE: 9   1. HOME  3. NONE    5. OTHER, SPECIFY: XXXXXXXXXXXX
                       2. WORK  4. UNKNOWN
   [4-C]
   TELEPHONE NUMBER: 999 999 9999

   [5-O]
   ADDRESS UNKNOWN: X
   [6-O]
   ADDRESS: XXXXXXXXXXXXXXXXXXXXXXXX   XXXXXXXXXXXXXXXXXXXXXXXX
            XXXXXXXXXXXXXXXXXXXXXXXX   XXXXXXXXXXXXXXXXXXXXXXXX
     [7-O]                        [8-O]         [9-O]
     CITY: XXXXXXXXXXXXXXXXXXXXXXX  STATE: XX   ZIP: 99999
     [10-O]                        [11-O]
     STATE AND COUNTY CODE: XXXXXX    DISTRICT OFFICE CODE: XXX
     [12-O]                        [13-O]
     COUNTRY: XXXXXXXXXXXXXXXXXXXXXXX  POSTAL ZONE: XXXXXXXXXXXXXX
     [14-O]
     DOES THIS PARENT SHOW INTEREST? (Y/N): X
     [15-C]
     EXPLAIN: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
              XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

HOW YOU GOT HERE

On the Representative Payee Main Menu (RPMM) you selected "1" for MODE (Establish), "01" for PROCESS (Rep Payee Application) and you completed the:

- Other Information (RLOT) screen and you entered "Y" for DOES THE CHILD BENEFICIARY/RECIPIENT HAVE A LIVING PARENT? OR

- Zip Access List (ZIPL) screen (after the Other Information (RLOT) screen) and on the RLOT screen, you entered a "Y" for DOES THE CHILD BENEFICIARY/RECIPIENT HAVE A LIVING PARENT?

On the Representative Payee Main Menu (RPMM), you selected "2/3" for MODE (Update/Query), "01" for PROCESS (Rep Payee Application) and on the Update/Query Selection Menu (RPUP) you selected "12" for screen selection for a beneficiary/recipient who is under age 18 and the natural or adoptive parent does not have custody.

COMMON FIELDS

[2-O]	TELEPHONE CODE: 9
[3-C]	OTHER SPECIFY: XXXXXXXXXXXX
[4-C]	TELEPHONE NUMBER: 999 999 9999
[6-O]	ADDRESS: XX(UP TO 4 LINES 22 CHARACTERS EACH)XX
[7-O]	CITY: XX(UP TO 22 CHARACTERS EACH)XX
[8-O]	STATE: XX
[9-O]	ZIP: 99999
[10-O]	STATE AND COUNTY CODE: XXXXXX
[11-O]	DISTRICT OFFICE CODE: XXX
[12-O]	COUNTRY: XX(UP TO 22 CHARACTERS EACH)XX
[13-O]	POSTAL ZONE: XX(UP TO 15 CHARACTERS EACH)XX

The above common fields will display the information for the parents telephone number and mailing address.

Reference: MSOM 238, Common Fields

[1-M]   PLEASE PROVIDE THE FOLLOWING INFORMATION FOR THE LIVING PARENT: PARENT NAME: XX(UP TO 15 CHARACTERS)XX X XX(UP TO 20 CHARACTERS)XX

Enter the name of the living parent. If the first and/or middle name is unknown, leave blank.

[5-O]   ADDRESS UNKNOWN: X

Enter "X" if the address is unknown.

Otherwise, leave blank.

[14-O]   DOES THIS PARENT SHOW INTEREST? (Y/N): X

Enter:

- "Y" if the parent shows interest.
- "N" if the parent does not show interest.

[15-C]   EXPLAIN: XX(UP TO 2 LINES 61 CHARACTERS EACH) XX

If you entered "Y" for [14-O], then explain how the parent shows interest.

RESULTS

RPS displays	If you entered
Others Interested (RLOI)	"Y" for OTHER THAN THE APPLICANT, DO RELATIVES OR CLOSE FRIENDS LIVE WITH OR SHOW INTEREST? on the Information (RLOT) screen
Court-Appointed Legal Representative (BRLR)	"N" for OTHER THAN THE APPLICANT, DO RELATIVES OR CLOSE FRIENDS LIVE WITH OR SHOW INTEREST on the Other Information (RLOT) screen and "Y" for DOES THE BENEFICIARY/RECIPIENT HAVE A COURT-APPOINTED LEGAL REP? on the Relationship Information (RELA) screen
Beneficiary/Recipient Residence Address (BRRA)	"N" for OTHER THAN THE APPLICANT, DO RELATIVES OR CLOSE FRIENDS LIVE WITH OR SHOW INTEREST on the Other Information (RLOT) screen and "N" on the Relationship Information (RELA) screen for DOES THE BENEFICIARY/ RECIPIENT HAVE A COURT-APPOINTED LEGAL REP and "N" on the RELA screen for DO YOU HAVE PHYSICAL CUSTODY? and you did not enter 12 (institution) for

	CHOOSE WHO HAS PHYSICAL CUSTODY OF THE BENEFICIARY/RECIPIENT on the Custody Code (CSCD) screen
Applicant/Rep Payee Employment (RPEM)	• "N" for OTHER THAN THE APPLICANT, DO RELATIVES OR CLOSE FRIENDS LIVE WITH OR SHOW INTEREST on the Other Information (RLOT) screen and • "N" on the Relationship Information (RELA) screen for DOES THE BENEFICIARY/ RECIPIENT HAVE A COURT-APPOINTED LEGAL REP and • The entry for CHOOSE TYPE OF APPLICANT/REP PAYEE on the Relationship Information (RELA) screen does not equal 12 (institution)

RELATED PAGES

Other Information (RLOT) screen, 239-M
Update/Query Selection Menu (RPUP) screen, 239-Y

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Section 239-O Others Interested (RLOI)

INTRODUCTION

This screen collects information concerning others living with or showing interest in the beneficiary/recipient

FACSIMILE: RLOI - OTHERS INTERESTED

```
RPAY                      OTHERS INTERESTED                      RLOI
TRANSFER TO: XXXX

BN: SSS-SS-SSSS  SSSSS SSSSSSSSSS

[1-M]
DO RELATIVES OR CLOSE FRIENDS? : 9
   1. LIVE WITH       2. SHOW CONCERN

[2-M]                                   [3-M]
NAME: XXXXXXXXXXXXXXX X XXXXXXXXXXXXXXXXXXXXX   RELATIONSHIP: XXXXXXXXXXXX

                                        [4-M]
                                        MORE? (Y/N): X

IF THE ANSWER ABOVE IS SHOW CONCERN, THEN PLEASE PROVIDE THE FOLLOWING:
[5-C]                                   [6-C]
TELEPHONE CODE: 9    1. HOME  3. NONE   5. OTHER, SPECIFY: XXXXXXXXXXXX
                     2. WORK  4. UNKNOWN
[7-O]
TELEPHONE NUMBER: 999 999 9999

[8-C]
ADDRESS UNKNOWN: X
[9-C]
ADDRESS: XXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXX
         XXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXX
   [10-O]                          [11-O]       [12-O]
   CITY: XXXXXXXXXXXXXXXXXXXXXXXX  STATE: XX    ZIP: 99999
[13-O]                             [14-O]
STATE AND COUNTY CODE: XXXXXX      DISTRICT OFFICE CODE: XXX
[15-C]                             [16-C]
COUNTRY: XXXXXXXXXXXXXXXXXXXXXXXX  POSTAL ZONE: XXXXXXXXXXXXXX
```

HOW YOU GOT HERE

- On the Representative Payee Main Menu (RPMM) you selected "1" for MODE (Establish), "01" for PROCESS (Rep Payee Application) and you completed the:

  ➤ Other Information (RLOT) screen and you entered "Y" for OTHER THAN THE APPLICANT, DO RELATIVES OR CLOSE FRIENDS LIVE WITH OR SHOW

INTEREST? and "N" for DOES THE CHILD BENEFICIARY/RECIPIENT HAVE A LIVING PARENT? and "N" for EVEN THOUGH THE BENEFICIARY/RECIPIENT DOES NOT LIVE IN A CARE FACILITY, DOES A CARE FACILITY HAVE RESPONSIBILITY FOR HIM/HER? or

➢ Zip Access List (ZIPL) screen (after the Other Information (RLOT) screen) and on the RLOT screen, you entered a "Y" for OTHER THAN THE APPLICANT, DO RELATIVES OR CLOSE FRIENDS LIVE WITH OR SHOW INTEREST? and a "N" for DOES THE CHILD BENEFICIARY/RECIPIENT HAVE A LIVING PARENT?

➢ Parent Information (BRPI) screen and on the RLOT screen, you entered "Y" for OTHER THAN THE APPLICANT, DO RELATIVES OR CLOSE FRIENDS LIVE WITH OR SHOW INTEREST?

• On the Representative Payee Main Menu (RPMM) you selected "2/3" for MODE (Update/Query), "01" for PROCESS (Rep Payee Application) andon the Update/Query Selection Menu (RPUP) you selected "13" (Others Interested) for screen selection.

COMMON FIELDS

[4-M] MORE? (Y/N): X

[5-C] TELEPHONE CODE: 9

[6-C] OTHER, SPECIFY: XXXXXXXXXXXX

[7-O] TELEPHONE NUMBER: 999 999 9999

[9-C] ADDRESS: XX(UP TO 4 LINES 22 CHARACTERS EACH)XX

[10-O] CITY: XX(UP TO 22 CHARACTERS)XX

[11-O] STATE: XX

[12-O] ZIP: 99999

[13-O] STATE AND COUNTY CODE: XXXXXX

[14-O] DISTRICT OFFICE CODE: XXX

[15-C] COUNTRY: XX(UP TO 22 CHARACTERS)XX

[16-C] POSTAL ZONE: XX(UP TO 15 CHARACTERS)XX

These common fields display information about the telephone number and mailing address for others living with or showing interest in the beneficiary/recipient.

Reference: MSOM 238, Common Fields

[1-M]   DO RELATIVES OR CLOSE FRIENDS?: 9

Enter:

- "1" if the beneficiary/recipient lives with close friends or relatives.
- "2" if close friends or relatives show concern for the beneficiary/recipient.

[2-M] NAME:XXXXXXXXXXXXXXX X XXXXXXXXXXXXXXXXXXXXX

Enter the first name (up to 15 characters), middle initial and last name (up to 20 characters) of the relative or close friend that lives with or show concern for the beneficiary/recipient.

[3-M] RELATIONSHIP: XXXXXXXXXXXX

Enter the relationship (up to 12 characters) of the person identified in [2-M] to the beneficiary/recipient.

[8-C] ADDRESS UNKNOWN: X

Enter "X" if address is unknown. Otherwise leave blank.

Note: Do not answer if answer to [1-M] equals "1".

RESULTS

RPS displays	If you entered
Court-Appointed Legal Representative (BRLR)	"Y" for DOES THE BENEFICIARY/RECIPIENT HAVE A COURT-APPOINTED LEGAL REP? on Relationship Information (RELA)
Beneficiary/Recipient Residence Address (BRRA)	"N" on the Relationship Information (RELA) screen for DOES THE BENEFICIARY/ RECIPIENT HAVE A COURT-APPOINTED LEGAL REP and "N" on the RELA screen for DO YOU HAVE PHYSICAL CUSTODY and you did not enter 12 (institution) for CHOOSE WHO HAS PHYSICAL CUSTODY OF THE BENEFICIARY/RECIPIENT on

	Custody Code (CSCD)
Applicant/Rep Payee Employment (RPEM)	• "N" on Relationship Information (RELA) for DOES THE BENEFICIARY/ RECIPIENT HAVE A COURT-APPOINTED LEGAL REP <u>and</u> • "Y" on the RELA screen for DO YOU HAVE PHYSICAL CUSTODY or "N" for the question and you entered 12 (institution) for CHOOSE WHO HAS PHYSICAL CUSTODY of the BENEFICIARY/RECIPIENT on Custody Code (CSCD)

RELATED PAGES

Other Information (RLOT), <u>239.M</u>
Update/Query Application Menu (RPUP), <u>239.Y</u>

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Section 239-P Court-Appointed Legal Guardian (BRLR)

INTRODUCTION

Court-Appointed Legal Guardian (BRLR) collects information on court-appointed legal guardian(s).

FACSIMILE: BRLR - COURT-APPOINTED LEGAL GUARDIAN

```
RPAY                COURT-APPOINTED LEGAL GUARDIAN           BRLR
    TRANSFER TO: XXXX

  BN: SSS-SS-SSSS  SSSSS SSSSSSSSSS

  [1-M]
  WHAT IS THE REASON FOR THE COURT-APPOINTED LEGAL GUARDIAN?
          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  [2-M]          [3-C]                       [4-O]
  PROVEN? (Y/N): X  DATE APPOINTED (MMDDYY): 999999  TITLE: XXXXXXXXXXXX
  [5-M]
  IS THE BENEFICIARY/RECIPIENT LEGALLY INCOMPETENT? (Y/N): X
  [6-C]
  DID THE COURT ORDER PERMANENTLY TERMINATE PARENTAL RIGHTS? (Y/N): X
  [7-C]
  IF THE APPLICANT/REP PAYEE IS NOT THE LEGAL GUARDIAN, PLEASE PROVIDE
  THE FOLLOWING ABOUT THE LEGAL GUARDIAN:
  NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  [8-C]                            [9-C]
  TELEPHONE CODE: 9   1. HOME  3. NONE    5. OTHER, SPECIFY: XXXXXXXXXXXX
                      2. WORK  4. UNKNOWN
  [10-O]
  TELEPHONE NUMBER: 999 999 9999
  [11-C]
  ADDRESS UNKNOWN: X
  [12-C]
  ADDRESS: XXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXX
           XXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXX
     [13-C]                        [14-C]       [15-C]
     CITY: XXXXXXXXXXXXXXXXXXXXXXX  STATE: XX    ZIP: 99999
  [16-O]                           [17-O]
  STATE AND COUNTY CODE: XXXXX     DISTRICT OFFICE CODE: XXX
  [18-O]                           [19-O]
  COUNTRY: XXXXXXXXXXXXXXXXXXXXXX  POSTAL ZONE: XXXXXXXXXXXXXX
```

HOW YOU GOT HERE

On the Representative Payee Main Menu (RPMM) you selected "1" for MODE (Establish), "01" for PROCESS (Rep Payee Application) and you completed the:

- Additional Relationship Information (RLAD) and you entered "Y" for DOES THE BENEFICIARY/RECIPIENT HAVE A COURT-APPOINTED LEGAL GUARDIAN?

on the Relationship Information (RELA) screen.

- Other Information (RLOT) where you entered "N" for DOES THE CHILD BENEFICIARY/RECIPIENT HAVE A LIVING PARENT? and "N" for OTHER THAN THE APPLICANT, DO RELATIVES OR CLOSE FRIENDS LIVE WITH OR SHOW INTEREST? and "N" for EVEN THOUGH THE BENEFICIARY/RECIPIENT DOES NOT LIVE IN A CARE FACILITY, DOES A CARE FACILITY HAVE RESPONSIBILITY FOR HIM/HER? AND you entered "Y" for DOES THE BENEFICIARY/RECIPIENT HAVE A COURT-APPOINTED LEGAL GUARDIAN? on the Relationship Information (RELA) screen.

- Zip Access List (ZIPL) screen (after the Other Information (RLOT) screen) and on the Relationship Information (RELA) screen, you entered a "Y" for DOES THE BENEFICIARY/RECIPIENT HAVE A COURT-APPOINTED LEGAL GUARDIAN?, and on the (RLOT) screen you entered "N" for DOES THE CHILD BENEFICIARY/RECIPIENT HAVE A LIVING PARENT? and "N" for OTHER THAN THE APPLICANT, DO RELATIVES OR CLOSE FRIENDS LIVE WITH OR SHOW INTEREST?

- Parent Information (BRPI) screen and on the Relationship Information (RELA) screen, you entered a "Y" for DOES THE BENEFICIARY/RECIPIENT HAVE A COURT-APPOINTED LEGAL GUARDIAN?, and on the Other Information (RLOT) screen, you entered "N" for OTHER THAN THE APPLICANT, DO RELATIVES OR CLOSE FRIENDS LIVE WITH OR SHOW INTEREST? And you entered "N" for EVEN THOUGH THE BENEFICIARY/RECIPIENT DOES NOT LIVE IN A CARE FACILITY, DOES A CARE FACILITY HAVE RESPONSIBILITY FOR HIM/HER?

- Other Interested (RLOI) screen and you entered a "Y" for DOES THE BENEFICIARY/RECIPIENT HAVE A COURT-APPOINTED LEGAL GUARDIAN on Relationship Information (RELA) screen? OR

On the Representative Payee Main Menu (RPMM) you selected "2/3" for MODE (Update/Query), and

- "01" for PROCESS (Rep Payee Application) and on the Update/Query Selection Menu (RPUP) you selected "14" for screen selection for a beneficiary/recipient who has a court-appointed legal guardian. or

- "08" for PROCESS (PE event) and on the Data Selection Menu (RPDU) you selected "08" and you entered a "Y" for DOES THE BENEFICIARY/RECIPIENT HAVE A COURT-APPOINTED LEGAL GUARDIAN? on the Relationship Information (RELA) screen.

COMMON FIELDS

[8-C] TELEPHONE CODE: 9

[9-C] OTHER, SPECIFY: XXXXXXXXXXXX

[10-O] TELEPHONE NUMBER: 999 999 9999

[12-C] ADDRESS: XX(UP TO 4 LINES 22 CHARACTERS EACH)XX

[13-C] CITY: XX(UP TO 22 CHARACTERS)XX

[14-C] STATE: XX

[15-C] ZIP: 99999

[16-O] STATE AND COUNTY CODE: XXXXXX

[17-O] DISTRICT OFFICE CODE: XXX

[18-O] COUNTRY: XX(UP TO 22 CHARACTERS)XX

[19-O] POSTAL ZONE: XX(UP TO 15 CHARACTERS)XX

The above common fields display information about the telephone number and the mailing address for the legal guardian.

Reference: MSOM 238

[1-M]   WHAT IS THE REASON FOR THE COURT-APPOINTED LEGAL GUARDIAN? XX(UP TO 65 CHARACTERS)XX

Enter the reason for the court-appointed legal guardian.

[2-M]   PROVEN? (Y/N): X

Enter "Y" if you have the proof of legal guardianship. If not, enter "N".

Note: If "N" is entered a Development Worksheet Issue of "LEGREP" will be set. This Court-Appointed Legal Guardian information must be proven prior to selection of the Rep Payee in RPS.

[3-C]   DATE APPOINTED: (MMDDYY):999999

Enter the date the legal guardian was court-appointed.

Note: If PROVEN = "Y", DATE APPOINTED is mandatory.

[4-O]   TITLE: XXXXXXXXXXXX

Enter the title, if any, of the legal guardian. If no title, leave blank.

[5-M]   IS THE BENEFICIARY/RECIPIENT LEGALLY INCOMPETENT? (Y/N): X

Enter:

"Y"   if the beneficiary/recipient is legally incompetent.
"N"   if the beneficiary/recipient is not legally incompetent.

[6-C]   DID THE COURT ORDER PERMANENTLY TERMINATE PARENTAL RIGHTS? (Y/N): X

Enter:

"Y"   if parental rights have been permanently terminated by the court.
"N"   if parental rights have NOT been permanently terminated by the court.

Note: If answer is "N" then an advance notice to the parent should be sent via the RADV screen.

[7-C]   IF THE APPLICANT/REP PAYEE IS NOT THE LEGAL GUARDIAN, PLEASE PROVIDE THE FOLLOWING ABOUT THE LEGAL GUARDIAN: NAME: XX(UP TO 57 CHARACTERS)XX

Enter the name of the legal guardian if the RP applicant is not the legal guardian.

Note: If the answer is "Y" for the question IF YES, ARE YOU THE LEGAL GUARDIAN on the Relationship Information (RELA) screen this field is darkened.

[11-C]   ADDRESS UNKNOWN: X

Enter "X" if the legal guardian's address is known.

Note: If the answer is "Y" for the question IF YES, ARE YOU THE LEGAL GUARDIAN on the Relationship Information (RELA) screen this field is darkened.

RESULTS

IF You Selected 1, 2, or 3 for Mode on RPMM, RPS Will Display...	IF You Entered...
Beneficiary/Recipient Residence Address (BRRA)	"N" on the RELA screen for DO YOU HAVE PHYSICAL CUSTODY and you did not enter 12 (institution) for CHOOSE WHO HAS PHYSICAL CUSTODY on Custody Code (CSCD).
Applicant/Rep Payee Employment (RPEM)	"Y" on the RELA screen for DO YOU HAVE PHYSICAL CUSTODY or "N" for the question and you did not enter 12 (institution) for CHOOSE TYPE OF APPLICANT/REP PAYEE.

If you selected "08" on the RPMM screen, you will return to the RPMM screen.

RELATED PAGES

Relationship Information (RELA), 239.H
Update/Query Application Menu (RPUP), 239.Y

07/09/01 (TN #361)

<u>Previous</u>   <u>Next</u>

Make Note

Link to this section:
http://policynet.ba.ssa.gov/msom.nsf/links/070239P

Batch run: 08/08/2003
Rev:

PolicyNet

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Section 239-Q Beneficiary/Recipient Residence Address (BRRA)

INTRODUCTION

This screen will capture the beneficiary/recipient's address when he does not live in a care facility or with the applicant.

FACSIMILE: BRRA - BENEFICIARY/RECIPIENT RESIDENCE ADDRESS

```
RPAY                BENEFICIARY/RECIPIENT RESIDENCE ADDRESS            BRRA
     TRANSFER TO: XXXX

   BN: SSS-SS-SSSS  SSSSS SSSSSSSSSS
   [1-C]
   DOES THE BENEFICIARY/RECIPIENT LIVE?:X
      1.  ALONE    2.  IN BOARD AND CARE   3.  OTHER


   [2-M]
   PLEASE PROVIDE THE BENEFICIARY/RECIPIENT RESIDENT ADDRESS:
      ADDRESS: XXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXX
               XXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXX
          [3-M]                         [4-C]       [5-C]
          CITY: XXXXXXXXXXXXXXXXXXXXXXX  STATE: XX    ZIP: 99999
      [6-O]                             [7-O]
      STATE AND COUNTY CODE: XXXXXX     DISTRICT OFFICE CODE: XXX
      [8-C]                             [9-C]
      COUNTRY: XXXXXXXXXXXXXXXXXXXXXXX  POSTAL ZONE: XXXXXXXXXXXXXX

      [10-M]                                   [11-C]
      TELEPHONE CODE: 9   1. HOME   3. NONE     5. OTHER, SPECIFY: XXXXXXXXXXXX
                          2. WORK   4. UNKNOWN
      [12-O]
      TELEPHONE NUMBER: 999 999 9999
```

HOW YOU GOT HERE

- On the Representative Payee Main Menu (RPMM) you selected "1" for MODE (Establish), "01" for PROCESS (Rep Payee Application) and you completed the:

  - ➤ Other Information (RLOT) where you entered "N" for DOES THE CHILD BENEFICIARY/RECIPIENT HAVE A LIVING PARENT? and "N" for OTHER THAN THE APPLICANT, DO RELATIVES OR CLOSE FRIENDS LIVE WITH OR SHOW INTEREST? and "N" for EVEN THOUGH THE BENEFICIARY/RECIPIENT DOES NOT LIVE IN A CARE FACILITY, DOES A CARE FACILITY HAVE RESPONSIBILITY FOR HIM/HER? AND you entered "N" for DO YOU HAVE PHYSICAL CUSTODY? and

you entered "N" for DOES THE BENEFICIARY/RECIPIENT HAVE A COURT-APPOINTED LEGAL REP? on the Relationship Information (RELA) screen and you did not enter 12 for CHOOSE WHO HAS PHYSICAL CUSTODY OF THE BENEFICIARY/ RECIPIENT on the Custody Code (CSCD) screen).

➢ Zip Access List (ZIPL) screen (after the Other Information (RLOT) screen) and you entered "N" for DOES THE CHILD BENEFICIARY/RECIPIENT HAVE A LIVING PARENT? and "N" for OTHER THAN THE APPLICANT, DO RELATIVES OR CLOSE FRIENDS LIVE WITH OR SHOW INTEREST? on the (RLOT) screen AND you entered a "N" for DO YOU HAVE PHYSICAL CUSTODY? and "N" for DOES THE BENEFICIARY/ RECIPIENT HAVE A COURT-APPOINTED LEGAL REP? on the Relationship Information (RELA) screen and you did not enter 12 for CHOOSE WHO HAS PHYSICAL CUSTODY OF THE BENEFICIARY/RECIPIENT on the Custody Code (CSCD) screen).

➢ Parent Information (BRPI) screen and on the Other Information (RLOT) screen, you entered "N" for OTHER THAN THE APPLICANT, DO RELATIVES OR CLOSE FRIENDS LIVE WITH OR SHOW INTEREST? AND you entered "N" for DO YOU HAVE PHYSICAL CUSTODY? "N" for DOES THE BENEFICIARY/RECIPIENT HAVE A COURT-APPOINTED LEGAL REP?, on the Relationship Information (RELA) screen and you did not enter 12 for CHOOSE WHO HAS PHYSICAL CUSTODY OF THE BENEFICIARY/RECIPIENT on the Custody Code (CSCD) screen.

➢ Other Interested (RLOI) screen and you entered a "N" for DO YOU HAVE PHYSICAL CUSTODY? and "N" for DOES THE BENEFICIARY/RECIPIENT HAVE A COURT-APPOINTED LEGAL REP? on the Relationship Information (RELA) screen and you did not enter 12 for CHOOSE WHO HAS PHYSICAL CUSTODY OF THE BENEFICIARY/RECIPIENT on the Custody Code (CSCD) screen.

➢ Court-Appointed Legal Representative (BRLR) screen and you entered "N" for DO YOU HAVE PHYSICAL CUSTODY? on the Relationship Information (RELA) screen and you did not enter 12 for CHOOSE WHO HAS PHYSICAL CUSTODY OF THE BENEFICIARY/ RECIPIENT on the Custody Code (CSCD) screen.

• On the Representative Payee Main Menu (RPMM) you selected "2/3" for MODE (Update/Query), and

➢ "01" for PROCESS (Rep Payee Application) and on the Update/Query Selection Menu (RPUP) you selected "15" (BN residence address) for screen selection for a beneficiary/recipient who does not live with the applicant.

COMMON FIELDS

[2-M] ADDRESS: XX(UP TO 4 LINES 22 CHARACTERS EACH)XX

[3-M] CITY: XX(UP TO 22 CHARACTERS)XX

[4-C] STATE: XX

[5-C] ZIP: 99999

[6-O] STATE AND COUNTY CODE: XXXXXX

[7-O] DISTRICT OFFICE CODE: XXX

[8-C] COUNTRY: XX(UP TO 22 CHARACTERS)XX

[9-C] POSTAL ZONE: XX(UP TO 15 CHARACTERS)XX

[10-M] TELEPHONE CODE: 9

[11-C] 5. OTHER, SPECIFY: XX (UP TO 12 CHARACTERS) XX

[12-O] TELEPHONE NUMBER: 999 999 9999

The above common fields will display information about the residence address and telephone number for the beneficiary/recipient.

Reference: MSOM 238 for description of the above fields.

[1-C]   DOES THE BENEFICIARY/RECIPIENT LIVE?:X

Enter:

"1" if the beneficiary/recipient does not live with the custodian and lives alone.

"2" if the beneficiary/recipient does not live with the custodian and lives in a board and care facility.

"3" if the beneficiary/recipient does not live with the custodian and lives in some other place.

Note: This question will only appear when the CUSTODY CODE equals "01" for self on the CUSTODY CODE (CSCD) screen.

Reference: POMS GN 00502.220A.4.

RESULTS

If you had entered MODE "1" (ESTABLISH and "01" for PROCESS (Rep Payee Application) and there was an

- APPLICANT/REP PAYEE SSN entered on the Representative Payee Main Menu (RPMM) then you will go to the Applicant/Rep Payee Employment (RPEM) screen, or

- APPLICANT/REP PAYEE LOCATION ZIP entered on the Representative Payee Main Menu (RPMM) then you will return to the Representative Payee Main Menu (RPMM) screen.

If you had entered MODE "2/3" (UPDATE/QUERY) and "01" for PROCESS (Rep Payee Application, then you will return to the Representative Payee Main Menu (RPMM) screen.

RELATED PAGES

Custody Code (CSCD), <u>239.I</u>
Update/Query Application Menu (RPUP), <u>239.Y</u>

11/23/98 (TN #258)

<u>Previous</u>   <u>Next</u>

<u>Make Note</u>

Link to this section:
http://policynet.ba.ssa.gov/msom.nsf/links/070239Q

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PolicyNet/ MSOM/ Part 7/Chapter 239

Section 239-R Applicant/Rep Payee Employment (RPEM)

INTRODUCTION

Applicant/Rep Payee Employment (RPEM) captures information about the individual applicant/rep payee's source of income.

FACSIMILE: RPEM - APPLICANT/REP PAYEE EMPLOYMENT

```
RPAY               APPLICANT/REP PAYEE EMPLOYMENT                  RPEM
     TRANSFER TO: XXXX

   RP: SSS-SS-SSSS   SSSSS SSSSSSSSSS

   [1-M]
   IS APPLICANT/REP PAYEE'S MAIN SOURCE OF INCOME FROM EMPLOYMENT? (Y/N): X
      [2-C]
      IF YES, NAME OF EMPLOYER: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
      [3-C]                          [4-C]      [5-C]
      CITY: XXXXXXXXXXXXXXXXXXXXXXX STATE: XX COUNTRY: XXXXXXXXXXXXXXXXXXXXXXX
      [6-C]
      EMPLOYMENT START DATE (MMYY): 9999


   [7-M]
   IS THERE ANY OTHER SOURCE OF INCOME? (Y/N): X
      IF YES, "X" THE APPROPRIATE SOURCES BELOW:
            [8-O]              [9-C]
         _  SSA/SSI/BL         DESCRIBE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
            [10-O]             [11-C]
         _  SELF-EMPLOYED      DESCRIBE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
            [12-O]             [13-C]
         _  PENSION            DESCRIBE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
            [14-O]             [15-C]
         _  AFDC               COUNTY  STATE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
            [16-O]             [17-C]
         _  OTHER WELFARE      DESCRIBE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
            [18-O]             [19-C]
         _  OTHER              DESCRIBE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

HOW YOU GOT HERE

- On the Representative Payee Main Menu (RPMM) you selected "1" for MODE (Establish), "1" for PROCESS (Rep Payee Application) and you completed the:

  ➤ Other Information (RLOT) where you entered "N" for DOES THE CHILD BENEFICIARY/RECIPIENT HAVE A LIVING PARENT? and "N" for OTHER THAN THE APPLICANT, DO RELATIVES OR CLOSE FRIENDS LIVE WITH OR SHOW

INTEREST? and "N" for EVEN THOUGH THE BENEFICIARY/RECIPIENT DOES NOT LIVE IN A CARE FACILITY, DOES A CARE FACILITY HAVE RESPONSIBILITY FOR HIM/HER? AND you entered "Y" for DO YOU HAVE PHYSICAL CUSTODY? and you entered "N" for DOES THE BENEFICIARY/ RECIPIENT HAVE A COURT-APPOINTED LEGAL REP? on the Relationship Information (RELA) screen.

➤ Zip Access List (ZIPL) screen (after the Other Information (RLOT) screen) and you entered "N" for DOES THE CHILD BENEFICIARY/RECIPIENT HAVE A LIVING PARENT? and "N" for OTHER THAN THE APPLICANT, DO RELATIVES OR CLOSE FRIENDS LIVE WITH OR SHOW INTEREST? on the (RLOT) screen and you entered a "N" for DOES THE BENEFICIARY/RECIPIENT HAVE A COURT-APPOINTED LEGAL REP? and you entered "Y" for DO YOU HAVE PHYSICAL CUSTODY? on the Relationship Information (RELA) screen.

➤ Parent Information (BRPI) screen and on the Other Information (RLOT) screen, you entered "N" for OTHER THAN THE APPLICANT, DO RELATIVES OR CLOSE FRIENDS LIVE WITH OR SHOW INTEREST? and you entered "Y" for DO YOU HAVE PHYSICAL CUSTODY? and you entered "N" for DOES THE BENEFICIARY/RECIPIENT HAVE A COURT-APPOINTED LEGAL REP? on the Relationship Information (RELA) screen.

➤ Other Interested (RLOI) screen AND you entered "Y" for DO YOU HAVE PHYSICAL CUSTODY? and you entered an "N" for DOES THE BENEFICIARY/RECIPIENT HAVE A COURT-APPOINTED LEGAL REP? on the Relationship Information (RELA) screen.

➤ Court-Appointed Legal Representative (BRLR) screen and you entered "Y" for DO YOU HAVE PHYSICAL CUSTODY? on the Relationship Information (RELA) screen.

➤ Beneficiary/Recipient Residence Address (BRRA) screen OR

• On the Representative Payee Main Menu (RPMM) you selected "2/3" for MODE (Update/Query), and

➤ "01" for PROCESS (Rep Payee Application) and on the Update/Query Selection Menu (RPUP) you selected "16" (RP Employment) for screen selection for a beneficiary/recipient who does not live with the applicant or lives with the applicant and the applicant is not the natural or adoptive parent or spouse. OR

➤ "08" for PROCESS (PE event) and on the Data Selection Menu (RPDU) you selected "03" (RP Employment).

COMMON FIELDS

[3-C] CITY: XX(UP TO 22 CHARACTERS)XX

[4-C] STATE: XX

[5-C] COUNTRY: XX(UP TO 22 CHARACTERS)XX

If you entered "Y" for IS APPLICANT/REP PAYEE'S MAIN SOURCE OF INCOME FROM EMPLOYMENT?, complete the fields for the applicant/ rep payee's employer.

Reference: MSOM 238

[1-M]   IS THE APPLICANT/REP PAYEE'S MAIN SOURCE OF INCOME FROM EMPLOYMENT? (Y/N): X

Enter:
   "Y" if the applicant/Rep Payee's main source of income is from employment.

   "N" if it is not.

Reference: POMS GN 00502.117B.3.

[2-C]   IF YES, NAME OF EMPLOYER XX(UP TO 40 CHARACTERS)XX

If you entered "Y" for [1-M], enter the name of the employer.

[6-C]   EMPLOYMENT START DATE (MMYY): 9999

If you entered "Y" for [1-M], enter the start date of employment.

[7-M]   IS THERE ANY OTHER SOURCE OF INCOME? (Y/N): X

Enter
   "Y" if there is any other source of income.

   "N" if there is no other source of income.

[8-O]   _ SSA/SSI/BL

If you entered "Y" for [7-M] and a source of income is SSA, SSI or Black Lung, enter "X".

[9-C]   DESCRIBE: XX(UP TO 35 CHARACTERS)XX

If you entered "X" for [8-O], give type of beneficiaries and CAN/HUN.

Note: This entry is the 3rd fill-in for statement REP308 on the SSA-11, so add all necessary pronouns and punctuation.

[10-O]   _ SELF-EMPLOYED

If you entered "Y" for [7-M], and a source of income is from self-employment, enter "X".

[11-C]   DESCRIBE: XX(UP TO 35 CHARACTERS)XX

If you entered "X" for [10-O], describe the self-employment income (i.e., type of business).

Note: This entry is the 3rd fill-in for statement REP308 on the SSA-11, so add all necessary pronouns and punctuation.

[12-O]   _ PENSION

If you entered "Y" for [7-M], and a source of income is a pension, enter "X".

[13-C]   DESCRIBE: XX(UP TO 35 CHARACTERS)XX

If you entered "X" for [12-O], describe the pension(s) (i.e., specify from where the pension comes).

Note: This entry is the 3rd fill-in for statement REP308 on the SSA-11, so add all necessary pronouns and punctuation.

[14-0]   _ AFDC

If you entered "Y" for [7-M], and a source of income is AFDC, enter "X".

[15-C]   COUNTY AND STATE: XX(UP TO 29 CHARACTERS)XX

If you entered "X" for [14-O], enter the county and state that is paying the AFDC.

[16-O]   _ OTHER WELFARE

If you entered "Y" for [7-M], and a source of income is welfare other than AFDC, enter "X".

[17-C]   DESCRIBE: XX(UP TO 35 CHARACTERS)XX

If you entered "X" for [16-O], describe the type of welfare received (i.e., where it comes from and why it's paid).

Note: This entry is the 3rd fill-in for statement REP308 on the SSA-11, so add all necessary pronouns and punctuation.

[18-O]   _ OTHER

If you entered "Y" for [7-M], and a source of income is other than one listed above, enter "X".

[19-C]   DESCRIBE: XX(UP TO 35 CHARACTERS)XX

If you entered "X" for [18-O], describe the income (i.e., where it comes from).

Note: This entry is the 3rd fill-in for statement REP308 on the SSA-11, so add all necessary pronouns and punctuation.

RESULTS

Representative Payee Main Menu (RPMM) is displayed.

RELATED PAGES

Data Selection Menu (RPDU), 243.A
Update/Query Selection Menu (RPUP), 239.Y

07/24/98 (TN #250)

Make Note
Link to this section:
http://policynet.ba.ssa.gov/msom.nsf/links/070239R

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- MSOM

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Section 239-S Applicant/Rep Payee Special Text (RPST)

INTRODUCTION

This screen can house information that you feel may be useful about the applicant/Rep payee. This data is for informational purposes only and does not become part of the printed SSA-11.

FACSIMILE: RPST - APPLICANT/REP PAYEE SPECIAL TEXT

```
RPAY                  APPLICANT/REP PAYEE SPECIAL TEXT              RPST
  TRANSFER TO:  XXXX

  RP: SSS-SS-SSSS   SSSSS SSSSSSSSSS
[1-0]
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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        ALERT--INFORMATION SHOULD PERTAIN TO THE APPLICANT/REP PAYEE ONLY
```

HOW YOU GOT HERE

This screen will appear if you selected one of the following on the Representative Payee Main Menu (RPMM) screen:

- "1" for MODE (Establish) and "01/09" for Process (Rep Payee Application)/(Institution) and you enter RPST in the TRANSFER TO field on any screen.

- "2/3" for MODE (UPDATE/QUERY) and Process "01/09" (Rep Payee Application/Institution) or you select "17" for (RP Special Text) or the Update/Query Selection Menu (RPUP) or TRANSFER TO from any screen, or

- "2/3" for MODE (UPDATE/QUERY) and "08" for Process (PE EVENT) and you select "05" (RP Special Text) on the Data Selection Menu (RPDU).

[1-O]   (NO PROMPT APPEARS ON SCREEN)
XX (UP TO 14 LINES 78 CHARACTERS)XX

The special message text can contain up to one full screen of alpha, numeric, or special characters. Entries can be added to, deleted, or corrected at any time.

RESULTS

- If you got to this screen by using the TRANSFER TO field, you will go to the next screen in the screen path you originally in.

- If you got to this screen from the Update/Query Selection Menu (RPDU) or Data Selection (RPUP) screens, you will go back to the Representative Payee Main Menu (RPMM).

RELATED PAGES

Data Selection Menu (RPDU), 243.A
Update/Query Application Menu (RPUP), 239.Y

11/23/98 (TN #258)

Batch run: 08/08/2003
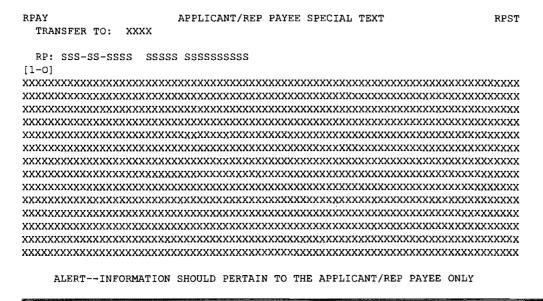*Rev:*

PolicyNet - MSOM

PolicyNet/ MSOM/ Part 7/Chapter 239

Section 239-T Beneficiary/Recipient Special Text (BRST)

INTRODUCTION

This screen can house information that you feel may be useful about the beneficiary/recipient. This data is for informational purposes only and does not become part of the printed SSA-11.

FACSIMILE: BRST - BENEFICIARY/RECIPIENT SPECIAL TEXT

```
RPAY                  BENEFICIARY/RECIPIENT SPECIAL TEXT              BRST
 TRANSFER TO:  XXXX

 BN: SSS-SS-SSSS   SSSSS SSSSSSSSSS
 [1-O]
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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     ALERT--INFORMATION SHOULD PERTAIN TO THE BENEFICIARY/RECIPIENT ONLY
```

HOW YOU GOT HERE

This screen will appear if you selected one of the following on the Representative Payee Main Menu (RPMM) screen:

- "1" for MODE (ESTABLISH) and "01/09" for PROCESS (Rep Payee Application)/ (Institution) and you enter BRST in the TRANSFER TO field on any screen.

- "2/3" for MODE (UPDATE/QUERY) and "01/09" for PROCESS (Rep Payee Application)/(Institution) and you select "18" (BN Special Text) on the Update/Query Selection Menu (RPUP) or TRANSFER TO from any screen, or

- "2/3" for MODE (UPDATE/QUERY) and "08" for PROCESS (PE EVENT) and you select "10" (BN Special Text) on the Data Selection Menu (RPDU).

[1-O]   (NO PROMPT APPEARS ON SCREEN)
XX(UP TO 14 LINES 78 CHARACTERS)XX

The special message text can contain up to one full screen of alpha, numeric, or special characters. Entries can be added to, deleted, or corrected.

RESULTS

- If you got to this screen by using the TRANSFER TO field, you will go to the next screen in the screen path.

- If you got to this screen from the Update/Query Selection Menu (RPUP) or Data Selection Menu (RPDU) screens, you will go back to the Representative Payee Main Menu (RPMM).

RELATED PAGES

Data Selection Menu (RPDU), 243.A
Update/Query Application Menu (RPUP), 239.Y

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Previous   **Next**

Make Note

Link to this section:
http://policynet.ba.ssa.gov/msom.nsf/links/070239T

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PolicyNet/ MSOM/ Part 7/Chapter 239

Section 239-U Relationship Special Text (RLST)

INTRODUCTION

This screen can house information that you feel may be useful about the applicant/rep payee and beneficiary/recipient relationship. This data is for informational purposes only and does not become part of the printed SSA-11.

FACSIMILE: RLST - RELATIONSHIP SPECIAL TEXT

```
RPAY                      RELATIONSHIP SPECIAL TEXT                      RLST
    TRANSFER TO:  XXXX

   RP: SSS-SS-SSSS  SSSSS SSSSSSSSSS    BN: SS-SS-SSSS  SSSSS SSSSSSSSSS
[1-O]
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

HOW YOU GOT HERE

This screen will appear if you selected one of the following on the Representative Payee Main Menu (RPMM) screen:

- "1" for MODE (ESTABLISH) and "01/09" for are PROCESS (Rep Payee Application/Institution) and you enter RLST in the TRANSFER TO on any screen, or

- "2/3" for MODE (UPDATE/QUERY) and "01/09" for PROCESS (Rep Payee Application/Institution) and you select "19" on the Update/Query Selection menu (RPUP), or TRANSFER TO from any screen, or

- "2/3" for MODE (UPDATE/QUERY) and "08" for PROCESS (PE EVENT) and you select "11" (Relationship Special Text) on the Data Selection Menu (RPDU).

- This screen also will automatically come into the selection path if the rep payee applicant has committed a felony, has previously misused funds as a rep payee or if the payee applicant is between the ages of 15 and 18.

[1-O]   XX (UP TO 14 LINES 78 CHARACTERS) XX

The special message text can contain up to one full screen of alpha, numeric, or special characters. Entries can be added to, deleted, or corrected at any time.

Note: No prompt will appear on the screen.

RESULTS

- If you got to this screen by using the TRANSFER TO field, you will go to the next screen in the screen path you were originally in.

- If you got to this screen from the Update/Query selection Menu (RPUP) or Data Selection Menu (RPDU) screens, you will go back to the Representative Payee Main Menu (RPMM).

RELATED PAGES

Data Selection Menu (RPDU), 243.A
Update/Query Application Menu (RPUP), 239.Y

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Section 239-V Remarks for the SSA-11 (RPMK)

INTRODUCTION

This screen houses applicant/Rep payee remarks that are to be printed on the Representative Payee Application (SSA-11).

FACSIMILE: RPMK - REMARKS FOR THE SSA-11

```
RPAY                     REMARKS FOR THE SSA-11                    RPMK
   TRANSFER TO:   XXXX

   RP: SSS-SS-SSSS   SSSSS SSSSSSSSSS     BN: SS-SS-SSSS   SSSSS SSSSSSSSSS
[1-O]
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                                                  [2-O]
                                                  MORE?  (Y/N):X
```

HOW YOU GOT HERE

This screen will appear when on the Representative Payee Main Menu (RPMM) screen:

- you selected "1" for MODE (ESTABLISH) and "01" for PROCESS (Rep Payee Application) you enter RPMK in the transfer to field on any screen, or

- you selected "2/3" for MODE (UPDATE/QUERY) and "01" for PROCESS (Rep Payee Application) and you select "18" (REMARKS for SSA-11) on the Update/Query Selection Menu (RPUP) or TRANSFER TO from any screen or

- you selected "1" for MODE (ESTABLISH) or "2/3" for MODE (UPDATE/QUERY) and "01" for PROCESS (Rep Payee Application) and all other screens in the path have already been displayed.

COMMON FIELDS

[2-O]　MORE? (Y/N):　X

<u>Reference</u>:　　　MSOM 238

[1-O]　　　NO PROMPT APPEARS ON SCREEN　XX(UP TO 14 LINES 78 CHARACTERS)XX

The remarks message can contain up to two full screens of alpha, numeric, or special characters.

<u>Note</u>:　If you enter a character in the last position on a line, then press the space bar for the first position on the next line before entry of additional characters.

You must enter a period at the end of the text.

RESULTS

- If you got to this screen by using the transfer to field, you are at the last screen in the path.

- If you got to this screen from the Update/Query Selection Menu (RPUP) screen you will go back to the Representative Payee Main Menu (RPMM).

RELATED PAGES

Update/Query Application Menu (RPUP), <u>239.Y</u>

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Make Note

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Section 239-W Direct Deposit Application (RPDA)

INTRODUCTION

This section explains Direct Deposit Application (RPDA). RPDA lets you collect the necessary direct deposit information for the beneficiary/recipient during the application process. If the Integrated Client Data database has direct deposit information for the beneficiary/recipient, it propagates to RPDA.

AUTOMATED SYSTEMS FEATURES

This screen lists all entitlements chosen on BRXR. Additional RPDA screens are displayed until all the different direct deposit choices for the entitlements on BRXR are input. The following is an example of how the process works:

Example: C1 and DC were chosen on BRXR. "Y" was entered for the DIRECT DEPOSIT question on RELA.

The applicant wants the payments directed to separate bank accounts. You would input the following:

        DIRECT DEPOSIT ROUTING AND TRANSIT NUMBER: 067803457
        TYPE OF ACCOUNT: C
        ACCOUNT NUMBER: 1232333444
        CHOOSE FOR THE ENTITLEMENT LISTED BELOW: 1

        1   THE ABOVE DIRECT DEPOSIT DATA APPLIES
        .2   OTHER DIRECT DEPOSIT DATA APPLIES
        3   DIRECT DEPOSIT DOES NOT APPLY

ACCOUNT NUMBER	BIC/ID TITLE 2/16		CHOICE	SELECTION STATUS
231-45-6789	C1	2	1	01
123-45-6789	DC	16	2	01

The bank data input applies to C1. That is why the CHOICE is "1" (Above applies). Since you chose "2" (Other) for the title 16 claim, a second RPDA screen will be shown with only the title 16 displayed. You should then enter the new bank data and a CHOICE "1" for the title 16 claim.

Note: If you choose "1" for both entitlements, only one RPDA screen will appear.

FACSIMILE: RPDA - DIRECT DEPOSIT APPLICATION

```
RPAY                 DIRECT DEPOSIT APPLICATION              RPDA
   TRANSFER TO:  XXXX
RP: SSS-SS-SSS  SSSSS SSSSSSSSSS  BN:  SSS-SS-SSSSS SSSSSSSSSS
  [1-M]
  DIRECT DEPOSIT ROUTING AND TRANSIT NUMBER: 999999999
  [2-M]
  TYPE OF ACCOUNT:  S    C-CHECKING     S-SAVINGS
  [3-M]
  ACCOUNT NUMBER:  XXXXXXXXXXXXXXXX
  [4-M]
  CHOOSE FOR THE ENTITLEMENT LISTED BELOW: X
          1. THE ABOVE DIRECT DEPOSIT DATA APPLIES
          2. OTHER DIRECT DEPOSIT DATA APPLIES
          3. DIRECT DEPOSIT DATA DOES NOT APPLY


  [5-D]            [6-D]         [7-D]        [8-M]     [9-D]
  ACCOUNT NUMBER   BIC/ID        TITLE 2/16   CHOICE    SELECTION STATUS
  SSSSSSSSS        SSS           SS           X         SS
  SSSSSSSSS        SSS           SS           X         SS
  SSSSSSSSS        SSS           SS           X      .  SS
  SSSSSSSSS        SSS           SS           X         SS

   [10-C]
   MORE (Y/N):  P
```

HOW YOU GOT HERE

You entered "Y" to the Direct Deposit question on the RELA screen.

[1-M]   DIRECT DEPOSIT ROUTING AND TRANSIT NUMBER: 999999999

Enter the 9 position numeric routing and transit number.

Reference: POMS SM 00608.001

[2-M]   TYPE OF ACCOUNT: SC-CHECKINGS-SAVINGS

Enter the type of bank account: "C" for checking and "S" for savings.

[3-M]   ACCOUNT NUMBER: XXXXXXXXXXXXXXXXX

Enter the alpha/numeric direct deposit account number. This can be up to 17 positions.

[4-M]   CHOOSE FOR THE ENTITLEMENT LISTED BELOW: X

Enter:

"1" THE ABOVE DIRECT DEPOSIT DATA APPLIES (when the bank data entered applies to this bene/rec)

"2" OTHER DIRECT DEPOSIT DATA APPLIES (when the bank data does not apply and you want the screen displayed again so you can do a separate input for this bene/rec)

"3" DIRECT DEPOSIT DOES NOT APPLY (when the bank data does not apply to this bene/rec)

[5-D]   ACCOUNT NUMBER SSSSSSSSS

The claim account number will be displayed here.

[6-D]   BIC/ID SSS

If this is a Title 2 entitlement, then the BIC will be displayed. If it is Title 16, then the ID will be displayed.

[7-D]   TITLE 2/16 SS

Indicates the type of entitlement.

[8-M]   CHOICE: X

Enter:

"1" THE ABOVE DIRECT DEPOSIT DATA APPLIES (when the bank data entered applies to this bene/rec)

"2" OTHER DIRECT DEPOSIT DATA APPLIES (when the bank data does not apply and you want the screen displayed again so you can do a separate input for this bene/rec)

"3" DIRECT DEPOSIT DOES NOT APPLY (when the bank data does not apply to this bene/rec)

Note: See the example under Automated Systems Features at the beginning of this procedure.

[9-D]   SELECTION STATUS SS

The status of the application/selection is shown.

    01 = Selected

[10-C]   MORE (Y/N): P

If more entitlements were previously established with different direct deposit information, a "Y" will be shown. This means that another RPDA screen will be appear.

EDITS

DOMESTIC ADDRESS - RTN CANNOT BEGIN WITH 5, 6 or 7

The CONSULAR CODE is blank on RPAD and the RTN begins with 5, 6 or 7.

ENTRY REQUIRED IF DIRECT DEPOSIT DATA IS PRESENT

This edit message is displayed if you entered direct deposit data but CHOICE is blank on RPDA.

FOREIGN DIRECT DEPOSIT NOT PERMITTED FOR SSI

The entitlement is 16 and the RTN begins with 5, 6 or 7.

INVALID ENTRY - EBT NO LONGER VALID

The DIRECT DEPOSIT ROUTING AND TRANSIT NUMBER is 021031207 and the ACCOUNT NUMBER begins with EBT(Electronic Benefit Transfer).

INVALID RTN

This message is displayed if the first two digits of the RTN are not 01-12, 21-32, 50-79 or 90-91.

SAVINGS ACCOUNT - DIFFERENT ACCOUNT NUMBERS REQUIRED

The TYPE OF ACCOUNT = S. Information for more than one BOAN is shown, the choice is = 1 and the rep payee applicant is an individual.

RESULTS

- Direct deposit data will be updated to the MRPF for each beneficiary/entitlement for which an input is made.

- For title 2 initial awards, the MCS system will use the data and it will not have to be re-keyed.

- For title 2 post-entitlement actions, the Title 2 system will use the data to update the MBR and it will not have to be re-keyed.

- For title 16 initial awards, MSSICS will use the data and it will not have to be re-keyed.

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Section 239-X Applicant/Rep Payee Criminal Warrant Info (RPCW)

INTRODUCTION

Rep Payee Criminal Warrant Info (RPCW) is used to solicit and capture specific criminal information about the applicant including whether they have ever been convicted of a felony or of an offense resulting in imprisonment for over one year or if they currently have an unsatisfied felony warrant.

The data from RPS and PUPS, Prison Systems/Fugitive Felons (PSFM) systems do not interface with each other.

FACSIMILE: RPCW – APPLICANT/REP PAYEE CRIMINAL WARRANT INFO

```
RPAY               APPLICANT/REP PAYEE CRIMINAL WARRANT INFO        RPCW
TRANSFER TO:   XXX
RP: SSS-SS-SSSS SSSSS SSSSSSSSSS
[1-M]
HAVE YOU EVER BEEN CONVICTED OF A FELONY? (Y/N): X
[2-M]
HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE RESULTING IN
IMPRISONMENT FOR MORE THAN 1 YEAR? (Y/N): X
[3-M]
DO YOU HAVE ANY UNSATISFIED FELONY WARRANTS
FOR YOUR ARREST? (Y/N): X
```

HOW YOU GOT HERE

- This screen appears after the Individual Applicant/Rep Payee Residence Address (RPAI) screen when you are establishing, updating or querying a Rep Payee application for an individual.

- If there is no RPAI screen in the path, this screen will follow the Individual Applicant/Rep Payee Address (RPAD) screen.

[1-M]   HAVE YOU EVER BEEN CONVICTED OF A FELONY? (Y/N): X

- Enter "Y" if the Rep Payee/applicant has ever been convicted of a felony.

- Enter "N" if the Rep Payee/applicant has never been convicted of a felony.

- For an applicant/rep payee currently on the MRPF, this field will propagate the previous response.

Note: This is for any type of felony conviction the applicant reports himself/herself.

Reference: POMS GN 00502.133

[2-M]   HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE RESULTING IN IMPRISONMENT FOR MORE THAN 1 YEAR? (Y/N): X

- If the applicant was convicted of an offense which resulted in his/her imprisonment for a period of one year or more, answer "Y".

- If the applicant was not convicted of an offense resulting in imprisonment for more than a one year period, answer "N".

[3-M]   DO YOU HAVE ANY UNSATISFIED FELONY WARRANTS FOR YOUR ARREST? (Y/N): X

- If the applicant has any outstanding unsatisfied felony warrants for his/her arrest, answer "Y".

- If the applicant does not have an unsatisfied warrant for his/her arrest, answer "N".

RESPONSES

MESSAGE	CONDITION	RESOLUTION
FUGITIVE FELON APPLICANT IS CURRENTLY A PAYEE – ACTION REQUIRED	This message will appear at application time if the payee applicant states that he/she has an unsatisfied felony warrant and that applicant is currently serving as payee for others.	If the applicant is currently a fugitive felon, the current rep payee application must be non-selected and must be replaced as payee for those beneficiaries they are currently serving.

RESULTS

- If all three questions on this screen are answered "N", the BRXR screen will be the next screen in the path.

- If any of the three questions on this screen are answered "Y", the RPFL screen will be generated.

RELATED PAGES

Applicant/Rep Payee Felony Info (RPFL) screen, 239-F
Beneficiary/Recipient Cross-Reference (BRXR), 239-G
Individual Applicant/Rep Payee Address (RPAD) screen, 239-D
Individual Applicant/Rep Payee Residence Address (RPAI) screen, 239-E

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Section 239-Y Update/Query Application Menu (RPUP)

INTRODUCTION

Update/Query Application Menu (RPUP) is displayed when you want to update or query the Rep payee application. RPUP displays the completed screens by highlighting the options for those screens in red.

FACSIMILE: RPUP - UPDATE/QUERY APPLICATION MENU

```
RPAY                    UPDATE/QUERY APPLICATION MENU              RPUP
    TRANSFER TO: XXXX

  RP: SSS-SS-SSSS  SSSSSSSSS     BN: SSS-SS-SSSS  SSSSSSSSSS

  [1-O]
  ENTIRE PATH WILL BE SHOWN UNLESS SCREEN SELECTION ENTERED: 99

    01. RP IDENTIFICATION            12. OTHER INFORMATION
    02. BN IDENTIFICATION            13. PARENT
    03. IND RP ADDRESS/PHONE         14. OTHERS INTERESTED
    04. FELONY                       15. COURT-APPOINTED LEGAL GUARDIAN
    05. ENTITLEMENTS                 16. BN RESIDENCE ADDRESS
    06. RELATIONSHIP                 17. RP EMPLOYMENT
    07. CUSTODY                      18. REMARKS FOR SSA-11
    08. DIRECT DEPOSIT               19. RP SPECIAL TEXT
    09. ADDITIONAL RELATIONSHIP      20. BN SPECIAL TEXT
    10. INTEREST                     21. RELATIONSHIP SPECIAL TEXT
    11. CREDITOR
```

HOW YOU GOT HERE

On the Representative Payee Main Menu (RPMM) you entered "2/3" for MODE (Update or Query) and "01" for PROCESS (Rep Payee Application):

- and there is an entry for APPLICANT/REP PAYEE SSN, or

- after Zip Access List (ZIPL) screen when there is an entry for APPLICANT/REP PAYEE LOCATION ZIP, or

- after Applicant/Rep Payee List (RPLS) screen when there is NOT an entry on RPMM for APPLICANT/REP PAYEE SSN or APPLICANT/REP PAYEE LOCATION ZIP.

- after Beneficiary/Recipient List (BNLS) screen when there is NOT an entry on RPMM for BENEFICIARY/RECIPIENT SSN or UNKNOWN is "N".

- after SSN Unknown (RLSU) if UNKNOWN equals "Y".

[1-O]   ENTIRE PATH WILL BE SHOWN UNLESS SCREEN SELECTION ENTERED: 99

Enter the number of the screen you wish to update/query, or leave blank.. If no selection is made, the entire path except the Identification (RPSV) screens will be presented. If you want to review the RPSV screens they must be selected.

Note: Options "01, 03 04" are only for an individual applicant. When the applicant is an organization/institution you will be unable to change any organizational information. To change organization information you must enter on the Representative Payee Main Menu (RPMM) screen a "2" for MODE (Update) and "09" for PROCESS (Institution).

When certain information must be deleted/added it is important to understand that the "lead-in" question from a prior screen will have to be changed. The following list identifies these situations:

- To delete/add the applicant/rep payee felony information, you must select "02" to alter the response to the question "HAS APPLICANT EVER BEEN CONVICTED OR A FELONY? (Y/N):".

- To delete/add the custody information, you must select "06" to alter the response to the question "DO YOU HAVE PHYSICAL CUSTODY? (Y/N):".

- To delete/add the creditor information, you must select "09" to alter the response to the question "DOES/WILL BENEFICIARY/RECIPIENT OWE YOU MONEY NOW/IN THE FUTURE? (Y/N):".

- To delete/add the parent information, you must select "11" to alter the response to the question "DOES THE CHILD BENEFICIARY/RECIPIENT HAVE A LIVING PARENT? (Y/N):".

- To delete/add the others interested information, you must select "11" to alter the response to the question "OTHER THAN THE APPLICANT, DO RELATIVES OF CLOSE FRIENDS LIVE WITH OR SHOW INTEREST? (Y/N):".

- To delete/add the court-appointed legal guardian information, you must select "06" to alter the response to the question "DOES THE BENEFICIARY/RECIPIENT HAVE A COURT-APPOINTED LEGAL GUARDIAN? (Y/N):".

- To delete/add the beneficiary/recipient residence address, you must select "06" to alter the response to the question "DO YOU HAVE PHYSICAL CUSTODY? (Y/N):".

RESULTS

If you enter function:

- "01", you will go to the Identification (RPSV) screen for the applicant/rep payee.

- "02", you will go to the Identification (RPSV) screen for the beneficiary/recipient.

    Note: This is not a choice when the APPLICANT REP PAYEE SSN = BENEFICIARY/RECIPIENT SSN.

- "03", you will go to the Individual Applicant/Rep Payee Address (RPAD) and Individual Applicant/Rep Payee Residence Address (RPAI) screens.

- "04", you will go to the Applicant/Rep Payee Felony Info (RPFL) screen.

- "05", you will go to the Beneficiary/Recipient Cross-Reference (BRXR) screen.

- "06", you will go to the Relationship Information (RELA) screen.

- "07", you will go to the Custody Code (CSCD) screen.

- "08", you will go to the Direct Deposit Application (RPDA) Screen.

- "09", you will go to the Additional Relationship Information (RLAD) screen.

- "10", you will go to the Interest Information (RLIN) screen.

- "11", you will go to the Creditor Relationship Information (RLCR) screen.

- "12", you will go to the Other Information (RLOT) screen.

- "13", you will go to the Parent information (BRPI) screen.

- "14", you will go to the Others Interested (RLOI) screen.

- "15", you will go to the Court-Appointed Legal Guardian (BRLR) screen.

- "16", you will go to the Beneficiary/Recipient Residence Address (BRRA) screen.

- "17", you will go to the Applicant/Rep Payee Employment (RPEM) screen.

- "18", you will go to the Remarks for the SSA-11 (RPMK) screen.

- "19", you will go to the Applicant/Rep Payee Special Text (RPST) screen.

- "20" you will go to the Beneficiary/Recipient Special Text (BRST) screen.

- "21", you will go to the Relationship Special Text (RLST) screen.

From whatever screen you have requested, you will go to that screen and after you press ENTER, the remainder of the path will be shown.

RELATED PAGES

Additional Relationship Information (RLAD), 239.J
Applicant/Rep Payee Employment (RPEM), 239.R
Applicant/Rep Payee Felony Info (RPFL), 239.F
Applicant/Rep Payee Special Text (RPST), 239.S
Beneficiary/Recipient Cross-Reference (BRXR), 239.G
Beneficiary/Recipient Residence Address (BRRA), 239.Q
Beneficiary/Recipient Special Text (BRST), 239.T
Court-Appointed Legal Guardian (BRLR), 239.P
Creditor Relationship Information (RLCR), 239.L
Custody Code (CSCD), 239.I
Identification (RPSV), 239.B
Individual Applicant/Rep Payee Address (RPAD), 239.D
Interest Information (RLIN), 239.K
Other Information (RLOT), 239.M
Others Interested (RLOI), 239.O
Parent Information (BRPI), 239.N
Relationship Information (RELA), 239.H
Relationship Special Text (RLST), 239.U
Remarks for SSA-11 (RPMK), 239.V
Representative Payee Main Menu (RPMM), 238.K

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Section 239-Z Beneficiary Caregiver Institutional Address (BCIA)

INTRODUCTION

This screen collects the type of custodian (custody code) and the beneficiary's residence address when the payee doesn't have custody, the beneficiary resides in an institution and that institution is not found on the ZIPL. (Effective 11/2002, organizations that are caregivers only, that is, they have never applied to be a payee, will not be stored on the MRPF).

FACSIMILE: BCIA - BENEFICIARY CAREGIVER INSTITUTIONAL ADDRESS

```
RPAY       BENEFICIARY CAREGIVER INSTITUTIONAL ADDRESS       BCIA
           TRANSFER TO:   XXXX
[1-M]
CHOOSE TYPE OF INSTITUTION:   99
01=FEDERAL MENTAL INSTITUTION       07=NONPROFIT MENTAL INSTITUTION
02=FEDERAL NONMENTAL INSTITUTION    08=NONPROFIT NONMENTAL INSTITUTION
03=FINANCIAL ORGANIZATION           09=STATE OR LOCAL MENTAL INSTITUTION
04=SOCIAL AGENCY                    10=STATE OR LOCAL NONMENTAL INSTITUTION
05=PUBLIC OFFICIAL                  11=PRIVATELY-OWNED MENTAL INSTITUTION
[2-C]                               12=PRIVATELY-OWNED NONMENTAL INSTITUTION
06=OTHER, SPECIFY:
   XXXXXXXXXXXXXXXXXXXXXXXXXX
PROVIDE THE BENEFICIARY'S RESIDENCE ADDRESS (LOCATION OF CUSTODIAL INSTITUTION)
        [3-M]
        ADDRESS: XXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXX
                 XXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXX
          [4-M]                     [5-M]       [6-M]
          CITY: XXXXXXXXXXXXXXXXXXXXX STATE: XX   ZIP: 99999
        [7-O]                      [8-O]
        STATE AND COUNTY CODE: XXXXX   DISTRICT OFFICE CODE: XXX
        [9-C]                      [10-C]
        COUNTRY: XXXXXXXXXXXXXXXXXXXXXXX  POSTAL ZONE: XXXXXXXXXXXXXX
        [11-M]                     [12-O]
        TELEPHONE NUMBER: 999 999 9999   UNKNOWN: X
```

HOW YOU GOT HERE .

On the CSCD screen, you entered "12" indicating the beneficiary is in the custody of an institution and on the subsequent ZIPL you hit enter without selecting an existing organization as the custodian. You have indicated that the beneficiary's caregiver is not in the MRPF (not a payee).

COMMON FIELDS

[3-M]   ADDRESS: XX (UP TO 4 LINES, <u>2 CHARACTERS EACH)XX.</u>
[4-M]   CITY: XX(UP TO 22 CHARACTERS)XX
[5-M]   STATE: XX
[6-M}   ZIP: 99999
[7-O]   STATE AND COUNTY CODE: XXXXX
[8-O]   DISTRICT OFFICE CODE: XXX
[9-C]   COUNTRY: XX(UP TO 22 CHARACTERS)XX
[10-C] POSTAL ZONE: XX(UP TO 15 CHARACTERS)XX
[11-M] TELEPHONE CODE: 999 999 9999

The above common fields will collect/display information about the residence address and the telephone number of the beneficiary.

<u>Reference</u>:   MSOM 238

[1-M]   CHOOSE TYPE OF INSTITUTION: 99

Enter a numeric code that indicates the type of institution the beneficiary resides in.

[2-C]   OTHER, SPECIFY: XXXXXXXXXXXX

If you entered "6" for [1-M] describe the institution.

[12-O]   UNKNOWN: X

Enter "X" if the institutional caregiver's telephone number is unknown.

RESULTS

Once data is entered on this screen you will proceed onto the RLAD screen.

10/21/02 (TN #437)

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Link to this section:
http://policynet.ba.ssa.gov/msom.nsf/links/070239Z

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Section 243-A Data Selection Menu (RPDU)

INTRODUCTION

This submenu screen is used to update information contained on the Master Rep Payee File (MRPF). Some of the options on this screen can also be used to update information to the MBR.

After you enter the number for the subject that needs updating, the system determines what screen to put in the path to complete the update action.

FACSIMILE: RPDU - DATA SELECTION MENU

```
RPAY                    DATA SELECTION MENU                    RPDU
   TRANSFER TO: XXXX

RP: SSS-SS-SSSS  SSSSS SSSSSSSSSS     BN: SSS-SS-SSSS  SSSSS SSSSSSSSSS
[1-M]
CHOOSE THE APPROPRIATE UPDATE NECESSARY: 99

01. RP NAME                      09. BN RESIDENCE ADDRESS
02. IND RP ADDRESS/PHONE/DIR DEP 10. BN SPECIAL TEXT
03. RP EMPLOYMENT                11. RELATIONSHIP SPECIAL TEXT
04. FELONY                       12. MISUSE
05. RP SPECIAL TEXT              13. NEGOTIATED ACCOUNTABILITY MONTH
06. RELATIONSHIP TERMINATION     14. CORRECT RP CODING (MBR/SSR/RPS)
07. BN NAME                      15. PAYMENT DIRECT DEPOSIT (MBR/SSR/RPS)
08. RELATIONSHIP/CUSTODY/LEGAL   16. CORRECT BIC/ID
    GUARDIAN                     17. DELETE DIRECT DEPOSIT

[2-C]
IF CHOICE IS 13, WHAT IS THE EFFECTIVE DATE? (MMYY): 9999
```

HOW YOU GOT HERE

On the Representative Payee Main Menu (RPMM) you entered "2/3" for MODE (Update/Query) and "8" for PROCESS (PE Event).

- and there is an entry for APPLICANT/REP PAYEE SSN, or

- after Zip Access List (ZIPL) screen when there is an entry for APPLICANT/REP PAYEE LOCATION ZIP, or

- after SSN Unknown (RLSU), if UNKNOWN = "Y".

[1-M]   CHOOSE THE APPROPRIATE UPDATE NECESSARY: 99

Enter the subject you wish to update.

[2-C]   IF CHOICE IS 13, WHAT IS THE EFFECTIVE DATE? (MMYY): 9999

Enter the effective date of the payee accounting.

Note: This input will only update the Negotiated Accounting Month (NAM) in RPS, it will NOT update the MBR/SSR. To update the NAM to the MBR, after entering it on RPDU then revisit the RPDU screen again selecting option #14 (Correct RP Coding (MBR/SSR/RPS). The new NAM should be reflected on this screen (RPCC) for you to select it to be passed to the MBR.

Note: The NAM entered on RPDU must be a future date. The future date must be the current year or next year.

Reference: POMS SM 01301.000 and
                      MSOM 220-B to update the NM on the SSR

RESULTS

If you choose to update:

- "01", you go to the Identification (RPSV) screen for the rep payee.

- "02", you go to the Individual Applicant/Rep Payee Address (RPAD), Individual Applicant/Rep Payee Residence Address (RPAI), Rep Payee Payment Information (RPPI) and Update Beneficiary/Recipient Address (BRUP) screens. The direct deposit information entered on RPPI will only update the MRPF. The MBR and SSR will not be updated with this information. Use option #15 if you want the data to be updated to the MBR and SSR.

- "03", you go to the Applicant/Rep Payee Employment (RPEM) screen.

- "04", you go to the Applicant/Rep Payee Criminal Warrant Info (RPCW) screen and then to the Applicant/Rep Payee Felony Info (RPFL) screen if any of the questions on the RPCW screen are answered "Yes".

- "05", you go to the Applicant/Rep Payee Special Text (RPST) screen.

- "06", you go to the Rep Payee Termination Information (RTRM) screens.

- "07", you go to the Identification (RPSV) screen for the beneficiary/recipient.

- "08", you go to the Relationship Information (RELA), Custody Code (CSCD) and the Court-Appointed Legal Guardian (BRLR) screens.

- "09", you go to the Update Beneficiary/Recipient Residence Address (BRUP) screen.

- "10", you go to the Beneficiary/Recipient Special Text (BRST) screen.

- "11", you go to the Relationship Special Text (RLST) screen.

- "12", you go to the Representative Payee Misuse Information (RMIS) screen.

  Note: Update RPS with misuse information whenever the rep payee is in the data base.

- "13", you go to the Representative Payee Main Menu (RPMM) screen.

- "14", you go to the Correct RP Coding (MBR/SSR/RPS) (RPCC) screen.

- "15", you go to the Representative Payee Direct Deposit Update (RDDU) and Representative Payee Direct Deposit Continuation (RDDC) screens. Information keyed on these screens will be used to update direct deposit data on the MRPF and send a finder (transaction) to update information to the MBR and the SSR.

- "16", you go to the RPS BIC/ID Correction (RBIC) screen.

Note: If you choose "01", "02", "03", "04", "05", "06", "08", "11", "12" or "15" and you did not enter the APPLICANT/REP PAYEE SSN, or APPLICANT/REP PAYEE LOCATION ZIP on the Representative Payee Main Menu, then you first go to the APPLICANT/REP PAYEE LIST (RPLS) Screen,

or

If you choose "07", "08", "09", "10", "11", "12" or "14"and you did not enter the BENEFICIARY/RECIPIENT SSN or UNKNOWN = "N", then first you will go to the BENEFICIARY/RECIPIENT LIST (BNLS).

RESPONSES

BENE LIVES WITH THE REP PAYEE - CORRECT CUSTODY VIA CUSTODY SCREEN (CSCD)

Condition: You selected option #9 and the MRPF shows that the BN lives with the RP or you selected option #2 and on the RPPI screen you answered 'N' to 'DOES THE BENE LIVE WITH YOU?' and the MRPF shows that the BN lives with the RP. You are returned to RPMM with the above message displayed. To correct, select option #8

RELATIONSHIP/CUSTODY/LEGAL GUARDIAN and answer No to the question "DO YOU HAVE PHYSICAL CUSTODY?" Then return to option #9 BENE RESIDENCE ADDRESS and enter Bene's address.

MBR/SSR DO NOT EXIST

Condition: You selected option #14 and the MBR/SSR CAN/BIC does not match for the active record found in the MRPF for this beneficiary.

NO ACTIVE PAYEE FOUND--OPTION NOT APPLICABLE

Condition: You selected option #14 and no active payee record is found in the MRPF for this beneficiary. Cannot proceed.

READY TO PROCESS FOUND--OPTION NOT APPLICABLE

Condition: You selected option #14. A payee is selected and it is ready for adjudication for this beneficiary. It has not yet moved to active status.

Resolution: If necessary, use the Online Questionnaire process (#14) on the RPS Main Menu to move the record to active status. Then come back into this option.

RELATED PAGES

Applicant/Rep Payee Employment (RPEM), 239-R
Applicant/Rep Payee Felony Info (RPFL), 239-F
Applicant/Rep Payee Special Text (RPST), 239-S
Beneficiary/Recipient Special Text (RLST), 239-U
Change of Rep Payee Payment Address (RPPI), 243-F
Correct RP Coding (MBR/SSR/RPS) (RPCC), 243-E
Identification (RPSV), 239-B
Individual Applicant/Rep Payee Address (RPAD), 239-D
Relationship Information (RELA), 239-H
Relationship Special Text (RLST), 239-U
Rep Payee Termination Information (RMIS), 243-B
Representative Payee Criminal Warrant Info (RPCW), 239-X
Representative Payee Direct Deposit Approval (RDDA), 243-I
Representative Payee Direct Deposit Continuation (RDDC), 243-H
Representative Payee Direct Deposit Update (RDDU), 243-G
Representative Payee Main Menu (RPMM), 238-K
Representative Payee Misuse Information (RMIS), 243-B
RPS BIC/ID Correction (RBIC), 246-M

Update Beneficiary/Recipient Residence Address (BRUP), <u>243-D</u>

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Section 243-B Representative Payee Misuse Information (RMIS)

INTRODUCTION

The Representative Payee Misuse Information (RMIS) screen is used to record misuse information whenever it has been determined that a payee has misused a beneficiary(ies) funds. The screen collects data about each misuse event and whether funds were reimbursed (based on PL 108-203 or SSA negligence). It is extremely important that misuse determinations are recorded in RPS as this data will be displayed anytime a future application is filed by the payee or a RP query is requested.

There are a maximum of 5 iterations of this screen for each Rep Payee and Beneficiary/Recipient Relationship.

FACSIMILE: RMIS - REPRESENTATIVE PAYEE MISUSE INFORMATION

```
RPAY     PF1=HELP    REPRESENTATIVE PAYEE MISUSE INFORMATION          RMIS
   TRANSFER TO: XXXX

   RP: SSS-SS-SSSS  SSSSS SSSSSSSSSS    BN: SSS-SS-SSSS  SSSSS SSSSSSSSSS

   [1-M]
   DETERMINATION MONTH (MMYY): 9999
   [2-O]                              [3-O]          [4-O]
   MISUSE AMOUNT: 99999.CC    DATE (MMYY) START: 9999    STOP: 9999
   [5-C]
   WAS THE BENEFICIARY REPAID THE MISUSED FUNDS? (Y/N): X
   [6-C]
   IF YES, WAS SSA NEGLIGENT?(Y/N):X
   [7-M]
   CHOOSE THE APPROPRIATE RECOVERY STATUS: 9

      1. FULLY RECOVERED BY REFUND OR BENEFIT ADJUSTMENT
      2. COLLECTION EFFORTS ABANDONED
      3. BEING RECOVERED BY REFUND OR PARTIAL BENEFIT WITHOLDING
      4. BEING RECOVERED BY FULL BENEFIT WITHOLDING
      5. DELETE EVENT-ESTABLISHED IN ERROR
      6. REFUND REQUESTED

                                         [8-M]
                                         MORE? (Y/N): X
```

HOW YOU GOT HERE

On the Representative Payee Main Menu (RPMM) you entered "2/3" for MODE (Query/Update) and "08" for PROCESS (PE Event) and the entry for CHOOSE THE APPROPRIATE UPDATE NECESSARY on the Data Selection Menu (RPDU) screen is "12" for misuse.

COMMON FIELDS

[7-M]   MORE (Y/N): X

<u>Reference</u>:   <u>MSOM 238, Common Fields</u>

[1-M]   DETERMINATION MONTH (MMYY): 9999

Enter the month and year of the misuse determination.

[2-O]   MISUSE AMOUNT: 99999.CC

Enter the amount of money misused by a representative payee during the accounting period.

[3-0]   START: 9999

Enter the beginning date of misuse period.

[4-O]   STOP: 9999

Enter the ending date of misuse period.

[5-C]   WAS THE BENEFICIARY REPAID THE MISUSED FUNDS? (Y/N)

If the beneficiary was repaid (repayment required when payee is an organization, individual serving 15 or more or SSA was negligent) the funds which had been misused, then answer "Y".
If the beneficiary did not receive the repaid funds, then answer "N"

[6-C]   IF YES, WAS SSA NEGLIGENT? (Y/N): X

If repayment was made because SSA determined itself negligent in the oversight of the Rep Payee and contributed to the misuse event for all or part of the funds, enter "Y".

If repayment was made but it is determined that SSA was not negligent, enter "N".

<u>Note</u>:   PF1 will take you to a HELP screen for more information.

[7-M]   CHOOSE THE APPROPRIATE RECOVERY STATUS: 9

Enter the current recovery status of the money misused by the representative payee.

When this status changes this can be overkeyed. The "5" for delete event-established in error
will delete this misuse information from the MRPF.

RESULTS

You have completed your action, Representative Payee Main Menu (RPMM) is displayed.

RELATED PAGES

Data Selection Menu (RPDU), <u>243-A</u>

03/24/05 (TN #562)

Make Note

Link to this section:
http://policynet.ba.ssa.gov/msom.nsf/links/070243B

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Section 243-C Rep Payee Termination Information (RTRM)

INTRODUCTION

Rep Payee Termination Information (RTRM) lets you key in termination information about a Rep payee for a beneficiary/recipient.

FACSIMILE: RTRM - REP PAYEE TERMINATION INFORMATION

```
RPAY                 REP PAYEE TERMINATION INFORMATION              RTRM
     TRANSFER TO: XXXX

  RP: SSS-SS-SSSS  SSSSS SSSSSSSSSS    BN: SSS-SS-SSSS  SSSSS SSSSSSSSSS

  [1-M]
  CHOOSE THE APPROPRIATE TERMINATION INFORMATION: 99

       01. DIRECT PAYMENT                 06. CUSTODY CHANGE
       02. BENEFICIARY ENTITLEMENT CEASED 07. MORE SUITABLE PAYEE
       03. MISUSE                         08. OTHER
       04. FELONY                         09. CLAIM WITHDRAWN
       05. REFUSED TO SERVE AS PAYEE      10. INCORRECT REP PAYEE POSTED

  [2-M]
  WHAT IS THE EFFECTIVE DATE (MMDDYY): 999999
  [3-C]
  IF CHOICE EQUALS 08, SPECIFY: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

HOW YOU GOT HERE

On the Representative Payee Main Menu (RPMM) you entered "2/3" for MODE (Query/Update) and "08" for PROCESS (PE Event) and the entry for CHOOSE THE APPROPRIATE UPDATE NECESSARY is "06" (Relationship Termination).

[1-M]　　CHOOSE THE APPROPRIATE TERMINATION INFORMATION: 99

Enter the reason why you are terminating the relationship between this Representative Payee and beneficiary/recipient.

Note:　This relationship information is for the Representative Payee system and will not go to the MBR/SSR.

[2-M]   WHAT IS THE EFFECTIVE DATE (MMDDYY): 999999

Enter the effective date of the relationship termination for Representative Payee and beneficiary/recipient.

[3-C]   IF CHOICE EQUALS 08, SPECIFY: XX(MAXIMUM OF 30 CHARACTERS)XX

If the entry for [1-M] is "08" (OTHER), then enter the reason for this termination.

RESULTS

You have completed your action, you will go back to the Representative Payee Main Menu (RPMM).

RELATED PAGES

Data Selection Menu (RPDU), 243.A

06/19/98 (TN #247)

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Make Note

Link to this section:
http://policynet.ba.ssa.gov/msom.nsf/links/070243C

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Section 243-D Update Beneficiary/Recipient Residence Address (BRUP)

INTRODUCTION

Update Beneficiary/Recipient Residence Address (BRUP) is available only for UPDATE after a Rep payee has been adjudicated and only the beneficiary/recipient residence address/phone is changing. If the address change would also affect the rep payee, then this screen can not be used.

FACSIMILE: BRUP - UPDATE BENEFICIARY/RECIPIENT RESIDENCE ADDRESS

```
RPAY            UPDATE BENEFICIARY/RECIPIENT RESIDENCE ADDRESS    BRUP
TRANSFER TO: XXXX

RP: SSS-SS-SSSS  SSSSS SSSSSSSSSS    BN: SSS-SS-SSSS   SSSSS SSSSSSSSSS


[1-C]
DOES THE BENEFICIARY/RECIPIENT LIVE: P
     1. ALONE      2. IN BOARD AND CARE      3. OTHER

[2-M]
PLEASE PROVIDE THE BENEFICIARY/RECIPIENT RESIDENT ADDRESS:
  ADDRESS: PPPPPPPPPPPPPPPPPPPPPP  PPPPPPPPPPPPPPPPPPPPPPP
           PPPPPPPPPPPPPPPPPPPPPP  PPPPPPPPPPPPPPPPPPPPPPP
      [3-M]                        [4-C]        [5-C]
      CITY: PPPPPPPPPPPPPPPPPPPPPP STATE: PP   ZIP: PPPPP
  [6-C]                            [7-C]
  STATE AND COUNTY CODE: PPPPPP    DISTRICT OFFICE CODE: PPP
  [8-C]                            [9-C]
  COUNTRY: PPPPPPPPPPPPPPPPPPPPPP  POSTAL ZONE: PPPPPPPPPPPPPPP

  [10-C]                           [11-C]
  TELEPHONE CODE: P   1. HOME  3. NONE     5. OTHER, SPECIFY: PPPPPPPPPPP
                      2. WORK  4. UNKNOWN
  [12-O]
  TELEPHONE NUMBER: PPP PPP PPPP
```

HOW YOU GOT HERE

On the Representative Payee Main Menu (RPMM), you entered "2/3" (Update/Query) for MODE and "08" for PROCESS (PE Event) and the entry for CHOOSE THE APPROPRIATE UPDATE NECESSARY IS "09".

On the Representative Payee Main Menu (RPMM), you entered "2/3" (Update/Query) for MODE and "08" for Process (PE Event), and the entry for CHOOSE THE APPROPRIATE UPDATE NECESSARY IS '02' and then on the RPPI screen you answered 'NO' to the question 'DOES THE

BENE LIVE WITH YOU?' and the MRPF shows that the BN lives with the RP.

COMMON FIELDS

[3-M] CITY: XX(UP TO 22 CHARACTERS)XX
[4-C] STATE: XX
[5-C] ZIP: 99999
[6-C] STATE AND COUNTY CODE: XXXXXX
[7-C] DISTRICT OFFICE CODE: XXX
[8-C] COUNTRY: XX(UP TO 22 CHARACTERS)XX
[9-C] POSTAL ZONE: XX(UP TO 15 CHARACTERS)XX
[10-C] TELEPHONE CODE: XXX
[11-C] 5. OTHER, SPECIFY: PPPPPPPPPPPP
[12-O] TELEPHONE NUMBER: 999 999 9999

Reference: MSOM 238, Common Fields. The above common fields display information for the
                beneficiary/recipient residence address and telephone number.

[1-C]   DOES THE BENEFICIARY/RECIPIENT LIVE: P

When the custody code in the MRPF is "01" (SELF), then this question will appear on the screen.

Enter:
        "1" if the beneficiary/recipient lives alone, or
        "2" if the beneficiary/recipient lives in a board and care facility, or
        "3" if the beneficiary/recipient does NOT live alone or in a board and care facility.

[2-M]   ADDRESS: XX(UP TO 4 LINES 22 CHARACTERS EACH XX)

Enter an address for the beneficiary/recipient if it needs to be changed from an address previously given.

RESULTS

You have completed your action. Representative Payee Main Menu (RPMM) is displayed.

RELATED PAGES

Data Selection Menu (RPDU), 243-A

03/24/05 (TN #562)

Make Note

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Section 243-E Correct RP Coding (MBR/SSR/RPS) (RPCC)

INTRODUCTION

Correct RP Coding (MBR/SSR/RPS) (RPCC) is used as a method for getting the MRPF and MBR/SSR in agreement by

- providing you an on-screen comparison of the rep payee coding that is reflected in the MRPF for active payees with that which is reflected on the MBR/SSR for a specific entitlement (excluding those in terminated status).

- providing you the opportunity after comparing the data to update a specific field(s) to the MBR with what is currently reflected in the MRPF.

- creating a DW issue when any of the rep payee fields on the SSR and MRPF for a specific entitlement do not agree.

AUTOMATED SYSTEMS FEATURES

When you select #14 on the RPDU screen, RPS searches the MRPF looking for an active relationship record for that beneficiary. If an active record is found, RPS reads the MBR/SSR, looking for a CAN/BIC match(s) (excluding those in terminated status). If a CAN/BIC is found, the account number (s) is listed under the AN field. The RP coding is propagated for the first entitlement found and the number (#) that corresponds to that AN is highlighted in the "CHOOSE ACCOUNT NUMBER" field.

As each entitlement is selected for display on the RPCC screen, the corresponding choice (#) is highlighted in the "CHOOSE ACCOUNT NUMBER" field.

For title XVI entitlements, if there is any discrepancy between the Rep payee data fields on the MRPF and that on the SSR, a DEVELOPMENT ISSUE - RPDATA is set on the relationship DW.

FACSIMILE: RPCC - CORRECT RP CODING (MBR/SSR/RPS)

```
RPAY                 CORRECT RP CODING (MBR/SSR/RPS)              RPCC

   BN:   SSS-SS-SSSS       SSSSS SSSSSSSSSS

   [1-C]
   CHOOSE ACCOUNT NUMBER:  X   X   X   X
     [2-D]                    [3-D]              [4-D]
     ACCOUNT NUMBER           BIC/ID             TITLE 2/16
     (1)  SSS SS SSSS          SSS                SS
```

```
(2)  SSS SS SSSS           SSS                    SS
(3)  SSS SS SSSS           SSS                    SS
(4)  SSS SS SSSS           SSS                    SS
     UNDER CHOICE, PLACE AN "X" NEXT TO THE FIELD(S) THAT NEED TO BE UPDATED
     TO THE MBR ONLY AFTER RPS DATA IS CORRECT:
[5-C]
CHOICE          RPS                   MBR                  SSR
          [6-D]
   X      RPN  SSSSSSSS      RPN  SSSSSSSS    SN  SSSSSSSS
          [7-D]
          REP IND NAME
             SSSSS SSSSSSSSSS
          [8-D]
   X      TOP  SSS           TOP  SSS         T   SSS
          [9-D]
   X      CUS  SSS           CUS  SSS         CU  SSS
          [10-D]
   X      GS    S            GS   S           CO  S
          [11-D]
   X      CMC   S            CMC  S
          [12-D]
   X      NAM  SSSS          NAM  SSSS        M   SSSS

[13-C]                                         [14-M]
DO YOU NEED TO CORRECT TOP/CUS/GS OR CMC IN RPS/ (Y/N): X  MORE (Y/N): P
```

HOW YOU GOT HERE

This screen appears when you enter "14" for the screen selection on the Data Selection Menu (RPDU) screen.

COMMON FIELDS

[2-D] ACCOUNT NUMBER: SSS SS SSSS
[3-D] BIC/ID: SSS
[4-D] TITLE 2/16: SS
[6-D] RPN/SN: SSS SS SSSS
[7-D] REP IND/NAME: SSSSS SSSSSSSSSS
[8-D] TOP/T: SSS
[9-D] CUS/CU: SSS
[10-D] GS: S
[11-D] CMC/CO: S
[12-D] NAM/M: SSSS
[14-M] MORE (Y/N): P

Reference: MSOM 238

[1-C]   CHOOSE ACCOUNT NUMBER: X

If more than one entitlement is found, RPS lists them (4 total) under the "ACCOUNT NUMBER" field and you have the opportunity to choose (up to 3 selections) which record you wish displayed. Enter the

number(s) corresponding to the entitlement in which you wish to compare the Rep payee data fields.

[5-C]   CHOICE: X

Enter "X" next to the field(s) in the MRPF that you want updated to the MBR.

Note: This CHOICE field can only be entered for title II entitlements.

[13-C]   DO YOU NEED TO CORRECT TOP/CUS/GS OR CMC IN RPS? (Y/N): X

On the last RPCC screen in the path, this question is generated. Answer "Y" to this question when the Rep Payee coding is correct on the MBR/SSR, but incorrect in the MRPF and you want to correct the MRPF. You would also answer "Y" to this question if the Rep Payee coding is incorrect in both the MBR/SSR and in the MRPF and you want to correct both. In these situations you must first correct the coding in the MRPF and then go back into RPCC and correct the coding to the MBR.

RESPONSES

MBR/SSR DO NOT EXIST

Condition: There IS NO MBR/SSR match (or the LAF is terminated) for CAN/BIC.

Resolution: Determine if the SSN is correct. Further investigation needs to be taken to determine if beneficiary should be entitled on MBR.

NO ACTIVE PAYEE FOR THIS BENEFICIARY

Condition: There is a pending payee record with a "ready to process" decision for that beneficiary, or there is no active payee record for this beneficiary.

Resolution: Wait for the record to become active if there is a pending record.

SSR/RPS DISCREPANCY-ISSUE SET ON RDWK

Condition: The rep payee coding on the SSR and on MRPF for a specified recipient does not agree.

Resolution: Further investigation needs to be taken before changing coding on the SSR.

UPDATE RPS, RETURN TO RPCC AND SELECT CHOICE TO UPDATE MBR

Condition: You entered a "X" under one of the CHOICE field(s) and you also entered a "Y" for "DO YOU NEED TO CORRECT TOP/CUS/GS OR CMC IN RPS?"

Resolution: You must update RPS first and then go back into RPCC to enter a CHOICE field(s) to update the MBR.

RESULTS

As a result of a particular Rep payee field(s) being chosen under the "CHOICE" field, MONET finders are sent to update the REPRESENTATIVE PAYEE DATA LINE on the MBR with that which is reflected in the MRPF.

Although you can access this screen several times a day for the same entitlement , only one MONET finder (the last input) is sent to update the MBR per day.

If the "DO YOU NEED TO CORRECT TOP/CUS/GS OR CMC IN RPS?" was answered "Y", the RELA screen comes into the path followed by subsequent applicable screens necessary to change the TOP, CUS, GS CMC in the MRPF.

04/12/02 (TN #414)

                                                        Make Note
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Section 243-F Change of Rep Payee Payment Address (RPPI)

INTRODUCTION

Change Of Rep Payee Payment Address (RPPI) is designed to maintain the integrity of payment address and direct deposit data within MRPF and the SSI System. RPPI is used to make changes

- for an individual Rep payee's payment address
- or enroll in direct deposit

RPPI is prefilled with representative payee data from MRPF and can be overkeyed.

Information on this screen is used to update the representative payee's payment address and direct deposit data within MRPF after pressing ENTER.

FACSIMILE: RPPI - REP PAYEE PAYMENT INFORMATION

```
RPAY   PF1=HELP           REP PAYEE PAYMENT INFORMATION            RPPI

RP: SSS-SS-SSSS   SSSSS SSSSSSSSSS

BN: SSS-SS-SSSS   SSSSS SSSSSSSSSS  ACCOUNT NUMBER: SSS-SS-SSSS  BIC/ID: PPP
[1-M]
DOES THE BENEFICIARY LIVE WITH YOU (Y/N)?: X
[2-M]
IF NECESSARY, UPDATE PROPAGATED DATA BELOW BY OVERKEYING
[3-M]
LEGEND NAME: PPPPPPPPPPPPPPPPPPPPPPPP PPPPPPPPPPPPPPPPPPPPPPPP
[4-M]
LEGEND OPTION: P
      1. N/A         2. N/A        3. FOR     4. GDN OF
      5. CONS OF     6. COM OF     7. OTHER
      IF OPTION IS 7, THEN XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX
[5-M]
ADDRESS: PPPPPPPPPPPPPPPPPPPPPPPP  PPPPPPPPPPPPPPPPPPPPPPPP
         PPPPPPPPPPPPPPPPPPPPPPPP  PPPPPPPPPPPPPPPPPPPPPPPP
    [6-M]                    [7-C]      [8-C]         [9-C]
    CITY: PPPPPPPPPPPPPPPPPPPPPPPP  STATE: PP  ZIP: PPPPP   CONSULAR CODE:PPP
[10-M]                    [11-M]
STATE AND COUNTY CODE: PPPPP   DISTRICT OFFICE CODE: PPP
[12-C]                    [13-C]
COUNTRY: PPPPPPPPPPPPPPPPPPPPPPPP POSTAL ZONE: PPPPPPPPPPPPPPP
      IF APPROPRIATE, PLEASE CHANGE THE FOLLOWING BANK INFORMATION:
[14-C]
TYPE OF ACCOUNT: P     C: CHECKING     S: SAVINGS
[15-C]
ACCOUNT NUMBER: PPPPPPPPPPPPPPPPPP
[16-C]
DIRECT DEPOSIT ROUTING AND TRANSIT NUMBER: PPPPPPPPP
         [17-M]
         DELETE DIRECT DEPOSIT (Y/N): X
                               [18-D]
                               NEXT PAGE:  S
```

HOW YOU GOT HERE

This screen appears after Individual Applicant/Rep Payee Address (RPAD) when you are updating (02) a PE EVENT (08) on RPMM and the selection IND RP ADDRESS/PHONE/DIR DEP (02) is entered on RPDU.

[1-M]   DOES THE BENEFICIARY LIVE WITH YOU (Y/N)?:   X

Enter

- 'Y' if the representative payee and the beneficiary live together.
- 'N' if the representative payee and the beneficiary do not live together.

Updating the BRUP Screen

The Update Beneficiary/Recipient Residence Address screen (BRUP) is displayed when this question is answered 'N' and the beneficiary was not residing with the payee initially (custody code was 'Y'). If the custody code is now changing ('Y' to a 'N') you must change the custody code first before updating the BRUP screen. To correct, select option #8 RELATIONSHIP/CUSTODY LEGAL GUARDIAN and answer 'NO' to the question 'DO YOU HAVE PHYSICAL CUSTODY?' Then return to option #9 BENE RESIDENCE ADDRESS and enter the beneficiary's address.

[2-M]   IF NECESSARY, UPDATE PROPAGATED DATA BELOW BY OVERKEYING

Overkey data to make corrections to propagated data. Data on this screen updates payment legend, payment address and direct deposit account data within RPS.

[3-M]   LEGEND NAME:PPPPPPPPPPPPPPPPPPPPPPP PPPPPPPPPPPPPPPPPPPPPPPP

The representative payee's name as propagated from RPAD. If you want to change the payee's Legend Name, you may overkey this field.

[4-M]   LEGEND OPTION: P

The representative payee legend option as propagated from MRPF. If the option is not correct input the change here.

[5-M]   ADDRESS: PPPPPPPPPPPPPPPPPPPPPP PPPPPPPPPPPPPPPPPPPPPPPP PPPPPPPPPPPPPPPPPPPPPP PPPPPPPPPPPPPPPPPPPPPP

The Rep payee's mailing address (from RPAD) is propagated here. If you want to modify the address, enter the changes here.

[6-M]   CITY: PPPPPPPPPPPPPPPPPPPPPP

The Rep payee's mailing address city (from RPAD) is propagated here. If you want to modify the city, enter the changes here.

[7-C]   STATE: PP

The Rep payee's mailing address state (from RPAD) is propagated here. If you want to modify the city, enter the changes here.

[8-C]   ZIP: PPPPP

The Rep payee's mailing address ZIP code (from RPAD) is propagated here. If you want to modify the ZIP code, enter the changes here.

[9-C]   CONSULAR CODE: PPP

The Rep payee's mailing address consular code (from RPAD) is propagated here. If you want to modify the consular code, enter the changes here.

[10-M]   STATE AND COUNTY CODE: PPPPP

The appropriate state and county code is propagated from RPAD. If the ZIP code is changed, enter the corresponding state and county code here.

[11-M]   DISTRICT OFFICE CODE: PPP

The appropriate district office code (from RPAD) is propagated here. If you want to modify the district

office code, enter the changes here.

[12-C]   COUNTRY: PPPPPPPPPPPPPPPPPPPPP

The Rep payee's mailing address foreign country (from RPAD) is propagated here. If you want to modify the foreign country, enter the changes here.

[13-C]   POSTAL ZONE: PPPPPPPPPPPPPP

The Rep payee's mailing address foreign postal zone (from RPAD) is propagated here. If you want to modify the foreign postal zone, enter the changes here.

[14-C]   TYPE OF ACCOUNT: P

The direct deposit type of account housed in MRPF is propagated here. If MRPF does not contain direct deposit information this line is blank.

Enter enrollments or changes of direct deposit type of account here.

[15-C]   ACCOUNT NUMBER: PPPPPPPPPPPPPPPPP

The direct deposit account number housed in MRPF is propagated here. If MRPF does not contain a direct deposit account number this line is blank.

Enter enrollments or changes of direct deposit account number here.

[16-C]   DIRECT DEPOSIT ROUTING AND TRANSIT NUMBER: PPPPPPPPP

The direct deposit routing and transit number housed in MRPF is propagated here. If MRPF does not contain a direct deposit routing and transit number this line is blank.

Enter enrollments or changes in the direct deposit routing and transit number here.

[17-M]   DELETE DIRECT DEPOSIT (Y/N): X

Enter

- "Y" to delete the displayed direct deposit information.
- "N" if direct deposit deletion is not applicable.

Note: If "Y" is entered, all direct deposit data is removed from the MRPF.

[18-D]   NEXT PAGE: P

This field is prefilled with a "Y" when the representative payee is payee for more than one beneficiary. When the screen is entered, the next screen appears with propagated data related to the next beneficiary.

03/24/05 (TN #562)

Previous   **Next**
                                                    Make Note
Link to this section:
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- MSOM**

PolicyNet/ MSOM/ Part 7/Chapter 243

Section 243-G Representative Payee Direct Deposit Update (RDDU)

INTRODUCTION

Representative Payee Direct Deposit Update (RDDU) is used to update Direct Deposit account information for individual or organizational representative payees.

After the RD screen is entered, the Representative Payee Direct Deposit Continuation (RDDC) screen will appear in the path. The appropriate beneficiary name(s) must be shown in the CHOICE field on the RDDC screen. This process will then send a finder (transaction) for direct deposit changes or enrollments to the MBR and SSR.

FACSIMILE: RDDU - REPRESENTATIVE PAYEE DIRECT DEPOSIT UPDATE

```
RPAY   PF1=HELP     REPRESENTATIVE PAYEE DIRECT DEPOSIT UPDATE    RDDU

   RP: SSS-SS-SSSS     SSSSS SSSSSSSSSS

   [1-M]
   ENTER OPTION TO VIEW BENEFICIARIES: 3
        1.  WITH NO BANK INFORMATION
        2.  UNDER SPECIFIC BANK INFORMATION
        3.  ALL ASSOCIATED BENEFICIARIES

   FOR OPTION 2, ENTER THE OLD BANK INFORMATION
   OLD BANK INFORMATION
        [2-C]
        TYPE OF ACCOUNT:  X     C:  CHECKING     S:  SAVINGS
        [3-C]
        ACCOUNT NUMBER:   XXXXXXXXXXXXXXX
        [4-C]
        DIRECT DEPOSIT ROUTING AND TRANSIT NUMBER:  999999999

   ENTER NEW BANK INFORMATION:
        [5-M]
        TYPE OF ACCOUNT: X     C:  CHECKING     S:  SAVINGS
        [6-M]
        ACCOUNT NUMBER:   XXXXXXXXXXXXXXX
        [7-M]
        DIRECT DEPOSIT ROUTING AND TRANSIT NUMBER:  999999999
   [8-M]
   INDICATE ORDER OF LIST OF BENEFICIARIES:  1
        1.  ALPHABETICAL     2.  ACCOUNT NUMBER     3.  BOAN

   NOTE:  THE NEW BANK INFORMATION WILL BE UPDATED TO THE MBR/SSR!
                                        [9-D]
                                        NEXT PAGE:  X
```

HOW YOU GOT HERE

This screen is displayed when you are updating (02) a PE EVENT (08) on RPMM and the selection DIRECT DEPOSIT (MBR/SSR/RPS) (15) is entered on RPDU.

[1-M]   ENTER OPTION TO VIEW BENEFICIARIES: 3

A "3" will be displayed in this field which can be over keyed with a "1" or "2".

Enter

      1.   With no bank information

      2.   Under specific bank information

      3.   All associated beneficiaries

When no bank information is entered, all beneficiaries associated with the representative payee with no direct deposit data is displayed.

When specific bank information is entered, you must complete old bank information. Only beneficiaries associated with the representative payee and with old bank information is selected and displayed.

[2-C]   TYPE OF ACCOUNT: X

If OPTION TO VIEW BENEFICIARIES = 2, enter the old direct deposit type of account here.

[3-C]   ACCOUNT NUMBER: XXXXXXXXXXXXXXX

If OPTION TO VIEW BENEFICIARIES = 2, enter the old direct deposit account number here.

[4-C]   DIRECT DEPOSIT ROUTING AND TRANSIT NUMBER: 999999999

If OPTION TO VIEW BENEFICIARIES =2, enter the old direct deposit routing and transit number here.

[5-M]   TYPE OF ACCOUNT: X

Enter the representative payee's new or changed direct deposit type of account here.

[6-M]   ACCOUNT NUMBER: XXXXXXXXXXXXXXX

Enter the representative payee's new or changed direct deposit account number here. Use any alphabetic or numeric characters. You can also use a hyphen but not in the first position of the field.

[7-M]   DIRECT DEPOSIT ROUTING AND TRANSIT NUMBER: 999999999

Enter the representative payee's new or changed direct deposit routing and transit number here. If the routing number starts with a 5/6/7, this is a foreign financial institution and T16 benefits cannot be deposited there. Therefore, only T2 entitlements will be displayed on RDDC.

[8-M]   INDICATE ORDER OF LIST OF BENEFICIARIES: 1

A "1" will be displayed in this field which can be over keyed with a "2" or "3".

Enter

    1.   Alphabetical - list is selected and presented in last name order A-Z.

    2.   Account Number - list is selected by SSN for record of entitlement of the beneficiary.

    3.   BOAN - list is selected by beneficiary SSN.

[9-D]   MORE: X

This field is used to request additional RD screens.

EDITS

INVALID ENTRY - EBT NO LONGER VALID

The DIRECT DEPOSIT ROUTING AND TRANSIT NUMBER is 021031207 and the ACCOUNT NUMBER begins with EBT (Electronic Benefit Transfer).

<u>Reference:</u>   EM-02052 dated 05/07/02

10/21/02 (TN #437)

Make Note

Link to this section:
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PolicyNet/ MSOM/ Part 7/Chapter 243

Section 243-H Representative Payee Direct Deposit Continuation (RDDC)

INTRODUCTION

Representative Payee Direct Deposit Continuation (RDDC) displays data for each beneficiary associated with the selected representative payee and the old direct deposit account (if applicable). The list of beneficiaries will be shown in the order requested on RDDU.

The screen will be prefilled with beneficiary data from MRPF and direct deposit information from the RDDU screen. Information on this screen will be used to update direct deposit data on MRPF and to send a finder (transaction) to the MBR and the SSR.

FACSIMILE: RDDC - REPRESENTATIVE PAYEE DIRECT DEPOSIT CONTINUATION

```
RPAY        REPRESENTATIVE PAYEE DIRECT DEPOSIT CONTINUATION        RDDC

   RP: SSS-SS-SSSS        SSSSS SSSSSSSSSS
       [1-D]                                          [4-D]
   OLD: TYPE OF ACCOUNT:  S   C:  CHECKING   S:  SAVINGS   NEW:  S
        [2-D]                                          [5-D]
        ACCOUNT NUMBER:    SSSSSSSSSSSSSSS             SSSSSSSSSSSSSSS
        [3-D]                                          [6-D]
        DIRECT DEPOSIT RTN:  SSSSSSSSS                 SSSSSSSSS
   KEY AN 'X' NEXT TO THE BENEFICIARIES WHOSE DIRECT DEPOSIT HAS CHANGED
   [7-D] [8-D]          [9-D]         [10-D] [11-D]               [12-C]
   TITLE BOAN           ACCOUNT NUMBER BIC/ID BN NAME             CHOICE
    SS   SSS-SS-SSSS    SSS-SS-SSSS    SSS    SSSSS SSSSSSSSSS     _
    SS   SSS-SS-SSSS    SSS-SS-SSSS    SSS    SSSSS SSSSSSSSSS     _
    SS   SSS-SS-SSSS    SSS-SS-SSSS    SSS    SSSSS SSSSSSSSSS     _
    SS   SSS-SS-SSSS    SSS-SS-SSSS    SSS    SSSSS SSSSSSSSSS     _
    SS   SSS-SS-SSSS    SSS-SS-SSSS    SSS    SSSSS SSSSSSSSSS     _
    SS   SSS-SS-SSSS    SSS-SS-SSSS    SSS    SSSSS SSSSSSSSSS     _
    SS   SSS-SS-SSSS    SSS-SS-SSSS    SSS    SSSSS SSSSSSSSSS     _
    SS   SSS-SS-SSSS    SSS-SS-SSSS    SSS    SSSSS SSSSSSSSSS     _
    SS   SSS-SS-SSSS    SSS-SS-SSSS    SSS    SSSSS SSSSSSSSSS     _
    SS   SSS-SS-SSSS    SSS-SS-SSSS    SSS    SSSSS SSSSSSSSSS     _
    SS   SSS-SS-SSSS    SSS-SS-SSSS    SSS    SSSSS SSSSSSSSSS     _
    SS   SSS-SS-SSSS    SSS-SS-SSSS    SSS    SSSSS SSSSSSSSSS     _
    SS   SSS-SS-SSSS    SSS-SS-SSSS    SSS    SSSSS SSSSSSSSSS     _
                                              [13-D]
                                              MORE:  S
```

HOW YOU GOT HERE

This screen appears after the Representative Payee Direct Deposit Update (RDDU) screen when you are

updating (02) a PE EVENT (08) on RPMM and the selection DIRECT DEPOSIT (MBR/SSR/RPS) (15) is entered on RPDU.

[1-D] OLD TYPE OF ACCOUNT: S

The old bank information type of account from the RDDU screen will be prefilled here. If no old bank information was entered this will be left blank.

[2-D] OLD ACCOUNT NUMBER: SSSSSSSSSSSSSSS

The old bank information account number from the RDDU screen will be prefilled here. If no old bank information was entered this will be left blank.

[3-D] OLD DIRECT DEPOSIT RTN: SSSSSSSSS

The old bank information direct deposit rtn from the RDDU screen will be prefilled here. If no old bank information was entered this will be left blank.

[4-D] NEW TYPE OF ACCOUNT: S

The new type of account from the RDDU will be prefilled here.

[5-D] NEW ACCOUNT NUMBER: SSSSSSSSSSSSSSS

The new account number from the RDDU screen will be prefilled here.

[6-D] NEW DIRECT DEPOSIT RTN: SSSSSSSSS

The new direct deposit rtn from the RDDU will be prefilled here.

[7-D] TITLE: SS

The beneficiaries type of entitlement (T16/T2) propagated from MRPF.

[8-D] BOAN: SSS-SS-SSSS

The beneficiaries own social security number propagated from MRPF.

[9-D]   ACCOUNT NUMBER: SSS-SS-SSSS

The social security number under which the beneficiary is entitled for benefits propagated from MRPF.

[10-D]   BIC/ID: SSS

The beneficiary identification code or type of claim indicator propagated from MRPF.

[11-D]   BN NAME: SSSSS SSSSSSSSSS

The name of the beneficiary propagated from MRPF.

[12-C]   CHOICE: X

Enter "X" next to each beneficiary that the 'new' direct deposit type of account, account number and direct deposit rtn applies.

[13-D]   MORE: S

This indicates that there are more screens with beneficiary information that apply to the representative payee.

06/19/98 (TN #247)

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PolicyNet/ MSOM/ Part 7/Chapter 243

Section 243-I Representative Payee Direct Deposit Approval (RDDA)

INTRODUCTION

Representative Payee Direct Deposit Approval (RDDA) allows management approval for changes in direct deposit data when the change affects more than 50 beneficiaries with the same representative payee.

FACSIMILE: RDDA - REPRESENTATIVE PAYEE DIRECT DEPOSIT APPROVAL

```
RPAY         REPRESENTATIVE PAYEE DIRECT DEPOSIT APPROVAL         RDDA

   RP: SSS-SS-SSSS       SSSSS SSSSSSSSSS

      [1-M]
      MANAGEMENT AUTHORIZATION APPROVAL: X

          1.  DIRECT DEPOSIT CHANGE
```

HOW YOU GOT HERE

This screen appears when you are in update (02) and have selected MANAGEMENT APPROVAL (16) on RPMM.

[1-M]   MANAGEMENT AUTHORIZATION APPROVAL: X

Enter   "1" Direct Deposit Change

06/19/98 (TN #247)

Make Note

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Section 243-J Delete Direct Deposit (RDDD)

INTRODUCTION

The Delete Direct Deposit (RDDD) is used to delete Direct Deposit account information for individual or organizational representative payees.

This process sends a finder (transaction) for direct deposit deletions to the MBR and SSR.

Note: The direct deposit deletion is updated to the MBR/SSR.

FACSIMILE: RDDD - DELETE DIRECT DEPOSIT

```
RPAY                DELETE DIRECT DEPOSIT              RDDD
                                                      UNIT:  SSSSS

RP: SSS-SS-SSSS   SSSSS SSSSSSSSSS   BN: SSS-SS-SSSS      SSSSS SSSSSSSSSS

[1-D]
ENTITLED ON SSN:  SSS-SS-SSSS              ENTITLED ON SSN:  SSS-SS-SSSS
[2-D]             [3-D]                    BIC/ID:  SS        TITLE:  SS
BIC/ID:  SSS      TITLE:  SS               DIRECT DEPOSIT DATA
DIRECT DEPOSIT DATA                           RTN:  SSSSSSSS      TYPE:  S
     [4-D]             [5-D]                   ACCT NO:  SSSSSSSSSSSSSSSS
     RTN:  SSSSSSSS      TYPE:  S          DELETE DIRECT DEPOSIT?  (Y/N):  P
     [6-D]
     ACCT NO:  SSSSSSSSSSSSSSSS
[7-M]                                      ENTITLED ON SSN:  SSS-SS-SSSS
DELETE DIRECT DEPOSIT?  (Y/N):  P          BIC/ID:  SS        TITLE:  SS
                                           DIRECT DEPOSIT DATA
ENTITLED ON SSN:  SSS-SS-SSSS                  RTN:  SSSSSSSS      TYPE:  S
BIC/ID:  SS        TITLE:  SS                  ACCT NO:  SSSSSSSSSSSSSSSS
DIRECT DEPOSIT DATA                        DELETE DIRECT DEPOSIT?  (Y/N):  P
     RTN:  SSSSSSSS      TYPE:  S
     ACCT NO:  SSSSSSSSSSSSSSSS
DELETE DIRECT DEPOSIT?  (Y/N):  P
```

HOW YOU GOT HERE

This screen is displayed when you are updating (02) a PE EVENT (08) on RPMM and the selection DELETE DIRECT DEPOSIT (17) is entered on RPDU.

[1-D]   ENTITLED ON SSN: SSS-SS-SSSS

The SSN on which the beneficiary/recipient is entitled to receive benefits.

Note: Since Rep Payee stores information on up to 4 entitlement per beneficiary/recipient, this screen displays up to 4 iterations of direct deposit information.

[2-D]   BIC/ID: SSS

If this is a title 2 entitlement, the BIC is displayed. If this is a title 16 entitlement, the ID is displayed.

[3-D]   TITLE: SS

If this is a title 2 entitlement,   IF THIS IS A TITLE 16 ENTITLEMENT, 16 IS DISPLAYED.>02 IS DISPLAYED. IF THIS IS A TITLE 16 ENTITLEMENT, 16 IS DISPLAYED.

[4-D]   RTN: SSSSSSSSS

The 9 position Direct Deposit Routing and Transit Number (RTN) of the financial institution is displayed.

[5-D]   TYPE: S

The type of account ('S' savings account or 'C' checking account) is displayed.

[6-D]   ACCT NO: SSSSSSSSSSSSSSSSS

Up to a 17 position direct deposit account number is displayed.

[7-M]   DELETE DIRECT DEPOSIT? (Y/N): P

This field is prefilled with a 'N'. Overkey with a 'Y' to delete the direct deposit for this entitlement.
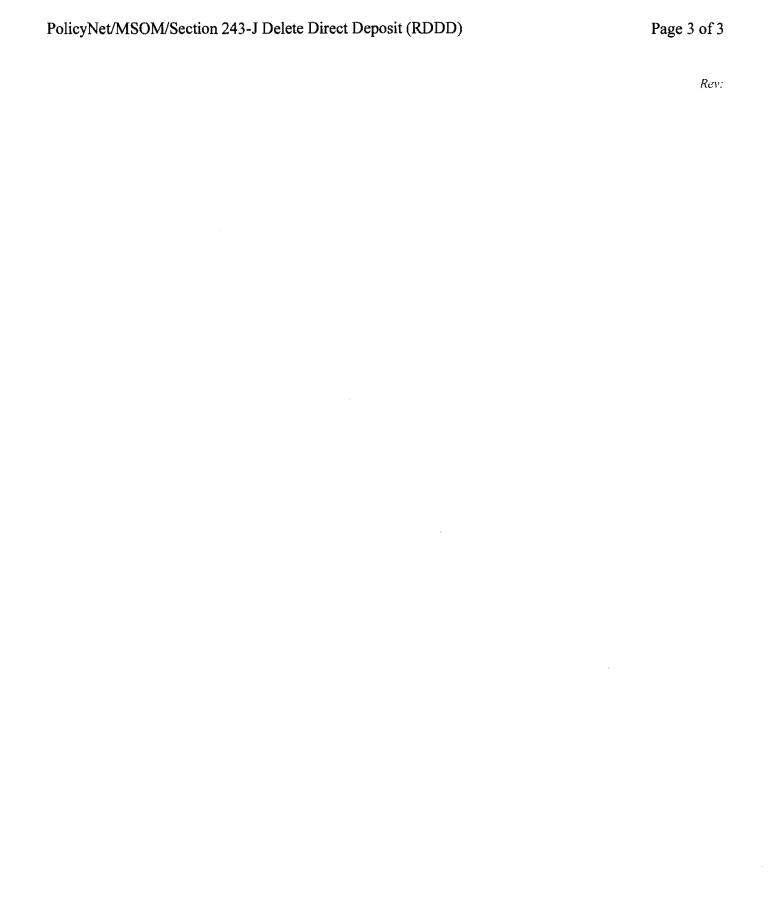
07/24/98 (TN #250)

Previous   **Next**
                                        Make Note
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Section 243-K Rep Payee Overpayment Liability (RPOP)

INTRODUCTION

RP Overpayment Liability Screen allows for the manual addition or deletion of the RP Overpayment Liability Indicator to the RP and the RP/BN terminated record. This will ordinarily be a system generated indicator. When the MBR/SSR shows death of the beneficiary (a change laf/psy to T/T01), and a check has been issued for a subsequent month and not returned, the RP will be overpaid and the indicator will be placed on their record. At the time that the system is annotated with the returned check or refund of the payment, the OP Liability indicator will be automatically deleted by the RPS System from both the RP record and the Terminated Relationship record.

There may be occasion when the Indicator does not get added to or removed from a record by the processing system. This screen will allow for the manual addition or deletion of the indicator from the RP and the Terminated record.

The earliest date that this indicator is effective will be for payments issued for 10/2000.

FACSIMILE: RPOP - REP PAYEE OVERPAYMENT LIABILITY

```
RPAY              REP PAYEE OVERPAYMENT LIABILITY          RPOP

[1-D]                               [2-D]
RP: SSS-SS-SSSS  SSSSS SSSSSSSSSS   BN: SSS-SS-SSSS SSSSS SSSSSSSSSS
[3-M]
CHOOSE THE ENTITLEMENT TO BE CORRECTED: 9 9 9 9
[4-D]                   [5-D]          [6-D]        [7-D]
ACCOUNT NUMBER          BIC/ID         TITLE 2/16   O/P IND
(1) SSS SS SSSS         SSS            SS           S
(2) SSS SS SSSS         SSS            SS           S
(3) SSS SS SSSS         SSS            SS           S
(4) SSS SS SSSS         SSS            SS           S
[8-M]
DO YOU WANT TO ADD AN OVERPAYMENT LIABILITY INDICATOR?: X
DO YOU WANT TO DELETE AN OVERPAYMENT LIABILITY INDICATOR?: X
```

HOW YOU GOT HERE

You entered "18" in "CHOOSE THE APPROPRIATE UPDATE NECESSARY" on Data Selection Menu (RPDU) with both the RP and BN SSN present.

COMMON FIELDS

[1-D] RP: SSS-SS-SSSS SSSSS SSSSSSSSSS
[2-D] BN: SSS-SS-SSSS SSSSS SSSSSSSSSS
[4-D] ACCOUNT NUMBER SSS SS SSSS
[5-D] BIC/ID SSS
[6-D] TITLE 2/16 SS

Reference: MSOM 238

[3-M]   CHOOSE THE ENTITLEMENT TO BE CORRECTED: 9 9 9 9

All of the entitlements that are shown on the RPFT (Terminated) query for the beneficiary will be listed.

[7-D]   O/P INDICATOR: S

If the Overpayment Liability indicator is present in the record for the RP and BN there will be a "Y" in this field for the entitlement.

[8-M]   DO YOU WANT TO ADD AN OVERPAYMENT LIABILITY INDICATOR?: X
DO YOU WANT TO DELETE AN OVERPAYMENT LIABILITY INDICATOR?: X

If there is no OP Indicator for all entitlements, only the first question will be displayed, the indicator field will be blank, and the only acceptable response will be "Y".

If all entitlements have an OP Indicator, only the second question will be displayed, the indicator field will have a "Y", and the only acceptable response will be Y.

If an entitlement(s) has an indicator and another does not, both questions will be displayed, but only one option can be selected per screen.

If you need to add the indicator to one entitlement and delete it from another, this will take two actions.

RELATED PAGES

Individual RP Full Query Response(RPFQ), 245.E
Individual RP Full Query Response (RPFT), 245.I
Individual RP Screening Query Response (RPSQ), 245.B

07/09/01 (TN #361)

Make Note

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PolicyNet/ MSOM/ Part 7/Chapter 244

Chapter 244 RP Query – Beneficiary/Recipient

OVERVIEW

This chapter explains the Individual Beneficiary/Recipient Query Responses.

AUTOMATED SYSTEMS FEATURES

The Individual Beneficiary/Recipient Query Responses may generate one or more screens listed below containing data pertinent to the beneficiary/recipient.

- Individual Beneficiary/Recipient Query Response-BRQA (address data)

- Individual Beneficiary/Recipient Query Response-BRQC (current payee data)

- Individual Beneficiary/Recipient Query Response-BRQD (direct deposit data)

- Individual Beneficiary/Recipient Query Response-BRQP (prior payee data)

- Individual Beneficiary/Recipient Query Response-BRQN (Non-Selected applicant data)

- Individual Beneficiary/Recipient Query Response-BRQS (special text)

- Individual Beneficiary/Recipient Query Response-BRRS (relationship SPECIAL text data)

Screens only appear if specific data exists for a beneficiary/recipient.

Examples: The BRQP screen only appears if this beneficiary and/or recipient has had at least one prior payee.

If a stand alone BRQA screen exists (no payee screen), then an RP application was filed, but a decision was not input to RPS. You can locate the payee by querying a development worksheet.

Data shown in parenthesis indicates the type of data displayed on a specific screen.

06/19/98 (TN #247)

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RPS Screen Mockup for UDD project
As of April 2008

New Applications
RELA screen – Relationship Information screen

```
RPAY                     RELATIONSHIP INFORMATION                    RELA
   TRANSFER TO: XXXX

   RP: SSS-SS-SSSS  SSSSS SSSSSSSSSS    BN: SSS-SS-SSSS  SSSSS SSSSSSSSSS

 HAVE YOU ESTABLISHED A BANK ACCOUNT FOR RECEIPT OF THESE PAYMENTS? (Y/N):

 DO YOU WANT DIRECT EXPRESS?  (Y/N):

 CHOOSE TYPE OF APPLICANT/REP PAYEE: 99
 01. SELF                                      07. SPOUSE
 02. NATURAL OR ADOPTIVE FATHER                08. STEPFATHER
 03. NATURAL OR ADOPTIVE MOTHER                09. STEPMOTHER
 04. NATURAL OR ADOPTIVE CHILD OR STEPCHILD    10. GRANDPARENT
 05. OTHER RELATIVE, SPECIFY:                  11. ESSENTIAL PERSON
     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX            12. INSTITUTION
 06. OTHER, SPECIFY:
     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

 DO YOU HAVE PHYSICAL CUSTODY? (Y/N): X
 DOES THE BENEFICIARY/RECIPIENT HAVE A COURT APPOINTED LEGAL GUARDIAN?  (Y/N): X
 IF YES, ARE YOU THE LEGAL GUARDIAN? (Y/N): X
 IF NOT SELF/RELATIVE, WHEN DID YOU MEET THE
 BENEFICIARY/RECEPIENT? (MMYYYY): 999999
 ****************************************************************************

        If the rep payee is an institution the heading will be:

        RP: SSSSS  SSSSSSSSSSSSSSSSSSSSSSS     BN: SSS-SS-SSSS  SSSSS SSSSSSSSSS
```

The "Do you want Direct Express?" is the new question added to this screen.

If the answer is "Y" to Direct Express question, then on the RPDA screen the unique RTN "072413133", Type of Account: C, and the DAN "DIRECTEXPRESS" or whatever wording policy decides will display.

If the answer is "N" to Direct Express question, then "I do not want direct express" will print out on the SSA-11 application.

RPDA screen – DIRECT DEPOSIT APPLICATION

```
RPAY                  DIRECT DEPOSIT - APPLICATION                     RPDA
   TRANSFER TO: XXXX
RP: SSS-SS-SSSS  SSSSS SSSSSSSSSS     BN: SSS-SS-SSSS  SSSSS SSSSSSSSSS

   DIRECT DEPOSIT ROUTING AND TRANSIT NUMBER: 072413133
   TYPE OF ACCOUNT: C  C: CHECKING   S: SAVINGS
   ACCOUNT NUMBER: DIRECTEXPRESSXXXXXXX
   CHOOSE FOR THE ENTITLEMENT LISTED BELOW:
        1   THE ABOVE DIRECT DEPOSIT DATA APPLIES
        2   OTHER DIRECT DEPOSIT DATA APPLIES
        3   DIRECT DEPOSIT DOES NOT APPLY

   ACCOUNT NUMBER        BIC/ID    TITLE 2/16    CHOICE    SELECTION STATUS
    SSSSSSSSS            SSS        SS            X            SS
    SSSSSSSSS            SSS        SS            X            SS
    SSSSSSSSS            SSS        SS            X            SS
    SSSSSSSSS            SSS        SS            X            SS

    NOTE: You will receive 1 debit card for each entitlement. If you want 1 debit
          Card for multiple entitlements, please (PF7) back to the RELA screen and
          change the answer to "N" on Do you want Direct Express?" and contact
          Comerica Bank directly.


    *****************************************************************************
```

NOTE: If the rep-payee is an institution, the heading will be displayed as:

     RP SSSSS SSSSSSSSSSSSSSSSSSSSSSSS

Only thing we are adding to this screen is a note for the CR.

Active Applications

RPS Screen Mockup for UDD project
As of April 2008

RDDU

```
---------------------------------------------------------------------------
|   RPAY PF1 = HELP   REPRESENTATIVE PAYEE DIRECT DEPOSIT UPDATE       RDDU  |
|                                                                           |
|   RP:  SSSSS SSSSSSSSSSSSSSSSSSSSS                                         |
|                                                                           |
|   ENTER OPTION TO VIEW BENEFICIARIES:  3                                   |
|     1.  WITH NO BANK INFORMATION                                           |
|     2.  UNDER SPECIFIC BANK INFORMATION                                    |
|     3.  ALL ASSOCIATED BENEFICIARIES                                       |
|   FOR OPTION 2, ENTER THE OLD BANK INFORMATION                             |
|   OLD BANK INFORMATION:                                                    |
|       DIRECT DEPOSIT ROUTING AND TRANSIT NUMBER:  999999999               |
|                                                                           |
|       TYPE OF ACCOUNT:  X     C:  CHECKING       S:   SAVINGS             |
|       ACCOUNT NUMBER:   XXXXXXXXXXXXXXXXXX                                 |
|                                                                           |
|   ENTER NEW BANK INFORMATION:                                             |
|       DIRECT DEPOSIT ROUTING AND TRANSIT NUMBER:  999999999               |
|       TYPE OF ACCOUNT:  X     C:  CHECKING       S:   SAVINGS             |
|       ACCOUNT NUMBER:   DIRECTEXPRESSXXXXXXX                           |   |
|                                                                           |
|   INDICATE ORDER OF LIST OF BENEFICIARIES:  1                             |
|     1.  ALPHABETICAL     2.  ACCOUNT NUMBER     3.  BOAN                  |
|                                                         MORE? (Y/N): X    |
|   *************************************************************************** |
|                                                                           |
---------------------------------------------------------------------------
```

If the rep payee is an individual, the heading will be:
   RP: SSS-SS-SSSS   SSSSS SSSSSSSSSS

User will enter this screen through RPDU option 15. If the applicant wants Direct Express, the CR will type the unique DAN "DIRECTEXPRESS", and proceed as normal. The system program will send the ACCT Number along with the Unique RTN and Type of Account to the MBR/SSR. When the user comes back to this screen the ACCT Number, Unique RTN and Type of Account will display on screen.

RDDC - No changes

```
---------------------------------------------------------------------------
| RPAY            REPRESENTATIVE PAYEE DIRECT DEPOSIT CONTINUATION     RDDC  |
|                                                                           |
|   RP: SSSSS  SSSSSSSSSSSSSSSSSSSSS                                         |
|   DIRECT DEPOSIT RTN:  OLD: SSSSSSSS            NEW:  072413133           |
|   TYPE OF ACCOUNT:           S                        C                   |
|   ACCOUNT NUMBER:        SSSSSSSSSSSSSSSSSS       DIRECTEXPRESSSSSSSS      |
|   KEY AN "X" NEXT TO THE BENEFICIARIES WHOSE DIRECT DEPOSIT HAS CHANGED   |
|   TITLE   BOAN          ACCOUNT NUMBER  BIC/ID  BN NAME         CHOICE    |
|    SS     SSS-SS-SSSS   SSS-SS-SSSS      SSS     SSSSS SSSSSSSSSS    -     |
|    SS     SSS-SS-SSSS   SSS-SS-SSSS      SSS     SSSSS SSSSSSSSSS    -     |
|    SS     SSS-SS-SSSS   SSS-SS-SSSS      SSS     SSSSS SSSSSSSSSS    -     |
|    SS     SSS-SS-SSSS   SSS-SS-SSSS      SSS     SSSSS SSSSSSSSSS    -     |
|    SS     SSS-SS-SSSS   SSS-SS-SSSS      SSS     SSSSS SSSSSSSSSS    -     |
|    SS     SSS-SS-SSSS   SSS-SS-SSSS      SSS     SSSSS SSSSSSSSSS    -     |
|    SS     SSS-SS-SSSS   SSS-SS-SSSS      SSS     SSSSS SSSSSSSSSS    -     |
|    SS     SSS-SS-SSSS   SSS-SS-SSSS      SSS     SSSSS SSSSSSSSSS    -     |
|    SS     SSS-SS-SSSS   SSS-SS-SSSS      SSS     SSSSS SSSSSSSSSS    -     |
|    SS     SSS-SS-SSSS   SSS-SS-SSSS      SSS     SSSSS SSSSSSSSSS    -     |
|    SS     SSS-SS-SSSS   SSS-SS-SSSS      SSS     SSSSS SSSSSSSSSS    -     |
|    SS     SSS-SS-SSSS   SSS-SS-SSSS      SSS     SSSSS SSSSSSSSSS    -     |
|    SS     SSS-SS-SSSS   SSS-SS-SSSS      SSS     SSSSS SSSSSSSSSS    -     |
|                                                         MORE? (Y/N): X    |
|   *************************************************************************** |
|                                                                           |
---------------------------------------------------------------------------
```

The Unique RTN, Type of Account and ACCT Number will display from the RDDU screen.