

BENEFITS FOR INDIVIDUALS PROCEDURE

ACTIONS	Provider	Individual Receiving Services	Director or Designee	Program Manager	Comments
When an individual enters MSS:					
1. Apply for Representative Payeeship			X	X	
2. Determine additional benefits individual may be entitled to and apply to appropriate offices			X	X	
3. Record and deposit incoming benefits checks			X		
4. If individual is employed: Forward copy of pay stubs to MSS by the 3 rd of the month..	X				
5. Attached copy of pay stubs to Personal Needs Tracking Sheet (unless individual is a PNF1 and PNF3 and wages are not tracked)	X				
6. Make a copy of the pay stubs for the master file and for the service recipient.			X		
7. Calculate monthly income from all sources; log on monthly tracking sheet.			X		
8. If an individual has a change of address, change in wages, change of employment, or leaves MSS: Forward Residential Information Change Form to NMCS.			X		
9. Notify all appropriate offices			X	X	
10 Monthly: Send report on pay stub earnings to Social Security.			X		
11 Notify SSI of all income			X		
12 File pay stubs			X		

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13 Annually and as requested: Compile and mail re-determination for Medicaid.			X		