



**Health and Human Services
Agency
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One

PETE VANDER POEL
District Two

AMY SHUKLIAN
District Three

J. STEVEN WORTHLEY
District Four

MIKE ENNIS
District Five

AGENDA DATE: November 6, 2018

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
County Counsel Sign-Off	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

CONTACT PERSON: Robert Stewart PHONE: 624-8000

SUBJECT: Request to open a Collective Account for Tulare County Health and Human Services Agency, Child Welfare Services Representative Payee Account for Social Security Administration Beneficiaries

- REQUEST(S):**
That the Board of Supervisors:
1. Authorize and direct the Auditor-Controller/Treasurer-Tax Collector to open a Collective Account with Union Bank titled County of Tulare Health and Human Services Agency, Child Welfare Services Representative Payee Account for Social Security Administration Beneficiaries, for the purpose of collecting and managing Social Security funds for beneficiaries in accordance with Social Security Administration regulations and audit requirements;
 2. Authorize the Collective Account to be maintained in an interest bearing account with the Bank;
 3. Approve withdrawals from the Collective Account to be made only upon the signatures of two persons, to be designated by the Director of Fiscal Operations or designee;
 4. Authorize the Director of Fiscal Operations or designee to be the custodian of the fund;
 5. Authorize that except to the extent necessary to complete the transactions required in the operation of the account, the Bank shall maintain the names

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of the recipients confidential under the provisions of Welfare and Institutions Code sections 5328 and 10850; and

6. Authorize and direct the Clerk of the Board to forward one (1) certified copy of this Resolution to the Bank.

SUMMARY:

The Social Security Administration requires organizations acting as a representative payee to track beneficiaries' SSA/SSI benefits in an account separate and distinct from all operating accounts. As the representative payee, we are responsible for managing, documenting, and reporting the use of all funds we receive as a payee. The Social Security Administration may allow organizations serving as a representative payee for several beneficiaries and recipients to collect SSA/SSI benefits in one deposit account a "collective account". Institutions, agencies and individual payees establish and use this "collective checking or savings account to minimize the cost and streamline maintenance.

The payee must document the expenses in an account ledger and maintain separate records in the ledger for each beneficiary and recipient associated with the collective account. The payee can pay expenses individually or collectively, but must keep accurate records clearly documenting each beneficiary's individual expenses and each beneficiary's individual dollar amount of any total collectively paid from the collective account. Each collective account managed by a payee must be separate and distinct from all operating, business, and facility accounts. The collective account title must show that the payee holds the account in a fiduciary capacity on behalf of the beneficiaries.

The term "fiduciary" means the payee may not seek personal benefit from managing the money of those they represent. A fiduciary title shows the payee manages the account but does not own the account. The beneficiaries own the account, but do not have access to the account. In the account title "payee's name for Social Security/SSI Beneficiaries designates who is responsible for managing the account, and for Social Security/SSI Beneficiaries designates who owns the account. We currently serve approximately 70 beneficiaries receiving Social Security Administration benefits.

We are requesting to open a Collective Account titled County of Tulare Health and Human Services Agency (HHS), CWS Rep Payee Account for SSA Beneficiaries, for the purpose of collecting and managing Social Security funds for Beneficiaries that are represented by HHS's Child Welfare Services.

The Auditor-Controller/Treasurer-Tax Collector approved the request to open a collective account; HHS Fiscal Operations has agreed to adhere to the policies set forth by the Auditor-Controller/Treasurer-Tax Collector for the establishment of a new bank account.

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FISCAL IMPACT/FINANCING:

There is no fiscal impact as the funds are provided to the County by Social Security Administration for distribution to Beneficiaries. There is no net cost to the County General Fund.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's five-year strategic plan includes the Organizational Performance initiative to continuously improve organization effectiveness and fiscal stability. The services provided in opening the Collective Account provide us with the ability to fulfill this obligation.

ADMINISTRATIVE SIGN-OFF:



Robert Stewart
Director of Fiscal Operations

cc: County Administrative Office

Attachment(s) None

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF REQUEST TO OPEN A)
COLLECTIVE ACCOUNT FOR TULARE) Resolution No. _____
COUNTY HEALTH AND HUMAN SERVICES) Agreement No. _____
AGENCY, CHILD WELFARE SERVICES)
REPRESENTATIVE PAYEE ACCOUNT)
FOR SOCIAL SECURITY ADMINISTRATION)
BENEFICIARIES)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

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2. Authorized the Collective Account to be maintained in an interest bearing account with the Bank;
3. Approved withdrawals from the Collective Account to be made only upon the signatures of two persons, to be designated by the Director of Fiscal Operations or designee;

4. Authorized the Director of Fiscal Operations or designee to be the custodian of the fund;
5. Authorize that except to the extent necessary to complete the transactions required in the operation of the account, the Bank shall maintain the names of the recipients confidential under the provisions of Welfare and Institutions Code sections 5328 and 10850; and
6. Authorized and directed the Clerk of the Board to forward one (1) certified copy of this Resolution to the Bank.