

11/1/96
2230 B1

Bulletin No. 96-72

P-

P-2230 Protective Payments (Continued)

B. Determining Money Mismanagement

When you receive a report of money mismanagement according to criteria at WAM 2235.1 A, determine which bills are past due and take these actions:

1. Send the recipient a DSW 202MM (Money Management Letter) allowing 12 days (10 days plus two days for mailing) for a response.
2. If the recipient responds, determine whether there is good cause for the alleged mismanagement according to WAM 2235.1 B.
 - a. If good cause exists, do not initiate protective payments.
 - b. Whether or not good cause exists, discuss appropriate remedies with the recipient. These may include seeking more affordable housing, referral to legal assistance, budget counseling, the recipient negotiating with the landlord or other providers, earning additional income, a referral to Reach Up, or getting a roommate.
 - c. If good cause does not exist, ask the recipient for a potential protective payee. If a protective payee is suggested, contact him or her for a face-to-face interview. Use policy at WAM 2235.2 to help you evaluate the person's suitability for the task. Explain a protective payee's responsibilities and have the person sign a DSW 207 (Protective Payment Agreement).

If the case will be on vendor payments, contact the recipient to arrange a face-to-face interview and ask the recipient to bring information on monthly bills. Follow these steps:

- i. Discuss current liabilities and arrears with the recipient. Determine what bills will be vendored considering what essential expenses are unpaid or have a pattern of not being paid and, therefore, threaten the housing or other basic needs necessary to the well-being of the children. Develop a monthly budget.
- ii. Explain the vendor payment process (as

appropriate) to the recipient, including how bills will be paid and how protective payments could end. For all CVP cases (including RVP), also explain how a change in residence would be handled (PP&D facing 2235.1 P.1 dated 7/17/96 [p.1] and 2/23/96 [p.2]).

- iii. Discuss arrearage payments, if appropriate. If a recipient has rental arrears, look at discretionary money in the budget and have the recipient negotiate with the current landlord for an acceptable arrears payment. The recipient must agree to the arrears payment. Have the recipient consider a minimum arrears payment of \$5.00 a month.

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B. Determining Money Mismanagement (Continued)

- iv. Complete a DSW 207 (Protective Payment Agreement).
If the recipient agrees to any arrearage payments, have the recipient sign the DSW 207. Give it to the district director for approval.
- v. If the DSW 207 is approved, enter the necessary information in ACCESS (see P-2330 C) and send a notice of adverse action to the recipient.

- 3. If the recipient does not respond by the deadline, enter the necessary information in ACCESS (see P-2330 C) and send a notice of adverse action to the recipient.

C. ACCESS Procedures

1. Rent Vendor Payments (RVP)

To initiate RVP, enter required information (landlord name and address, the amount of current rent expense, the amount of the arrears agreed to by the landlord and the recipient, and the amount to be vendored each month) and the reason code on the RENT panel.

If the reason code is A (arrearage), ACCESS will create a version of eligibility for the following month to approve and will generate a notice of adverse action to send to the recipient.

Use SPEC/C/FORMS to send a notice to the landlord with information relating to payments to be made by the department from a recipient's ANFC benefit.

If a recipient who has only rent vendored tells you that he or she is likely to move soon, change the landlord's address on the RENT panel to the district address so that landlord's checks come to you. If, by the first of the month, the recipient has not told you of a change in address, forward the check to the landlord. If the recipient has moved, void the state office check and issue a district check to the new landlord.