

Responsibility for Maintaining Individuals' Benefits

(from the [Benefit Development Resource Toolkit](#))

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The person or entity responsible for developing and maintaining financial benefits, including filing all applications, recertifications, and meeting all reporting requirements for each benefit for which the person is eligible/entitled, depends on the person's living arrangement and other factors. The following should be used as a guide to determine primary responsibility for benefit development/maintenance:

If the person resides in a certified residential setting:

- Residential agency staff is responsible if the residential agency is or will be Representative Payee for the person's SSI and/or Social Security benefits and Authorized Representative for Medicaid and/or SNAP benefits.
- The care manager is responsible for assisting the person if the person handles their own benefits.

If the person resides in the community, the care manager is responsible for assisting the person as needed. If the person has a parent, other family member or friend serving as Representative Payee, the care manager should assist the Representative Payee if requested to do so.

The above clarification does not remove any of the responsibilities placed on providers under the Liability for Services regulations to ensure the people they serve obtain and maintain the coverage necessary to pay for the services they receive.