



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD Business Operations

Please do not reply to this message

TRANSMITTAL DATE: March 26, 2015

TOPIC: Reporting Earned Income when the Division is the Representative Payee

The Division acts as a Representative Payee for approximately 2,500 DDD members across the state. There is no charge to Division members for this service. The Social Security Administration (SSA) requires organizational representative payees, like the Division, to report *Earned Income* by sending in copies of members' pay stubs. Members who fail to report earned income are at risk of having their monthly benefits suspended or discontinued. This results in large overpayments that must be paid back, incorrect assessments of income reducing SSI benefits, and many other possible negative financial impacts. Any member who fails to report earned income on a monthly basis may be required to find another representative payee to manage their funds.

Beginning December 1, 2014, DDD began requiring pay stubs be sent to the Client Funds office by the last day of each month. Qualified Vendors supporting members in an employment, residential, or day program must submit pay stubs, or assist members to submit pay stubs to the Client Funds office by the last working day of each month. The requirement for Qualified Vendors to assist in managing client funds is located in the RFQVA # 710000, Section 6, Standard Terms and Conditions, Agreement Administration and Operation, 6.3.1.4. Additional information is located in Chapter 1300 of the Division's Policy Manual.

Pay stubs may be submitted to: Districts South, West, East, and Central	District North
Scanned and Emailed to DDDDClientFund@azdes.gov ; or Faxed to the attention of Client Funds at 520-628-6847 or Mailed to DES/ DDD Attn. Client Funds Site Code 214F 400 West Congress, Suite 500 Tucson, Arizona 85701	Scanned and emailed to MLMartinez@azdes.gov ; or Faxed to the attention of Client Funds at 928-226-7693 or Mailed to DES/ DDD Attn. Client Funds Site Code 373F 2721 North 4 th Street, Suite 23 Flagstaff, AZ 86004

Questions regarding reporting Earned Income may be directed to:
Geri Ortiz, Statewide Client Fund Manager at 520-628-6800, GOrtiz@azdes.gov