

Revised January 1st 2020

RELIABLE PAYEE SERVICES INC. GENERAL INFORMATION

Email: rpsinc@reliablepayeeservices.org

LOCATION: 2606 FIFTH AVENUE, MCKEESPORT, PA 15132

MAILING ADDRESS: P.O. BOX 925 MCKEESPORT, PA 15134

PHONE: 412-664-7333

FAX: 412-664-7388

WE ARE A FEE FOR SERVICE, THIS IS SET BY THE SOCIAL SECURITY ADMINISTRATION.

2019 FEE: \$44.00

A complete packet must be submitted and completed to the best of your knowledge.

- A. REFERRAL FORM: Must be completed as much as possible.
- B. PHYSICIANS STATEMENT SSA 787: This Social Security document is required if there was no previous REP PAYEE.
- C. ADVANCE NOTIFICATION: This document requires the Beneficiary signature and dated for us to act on the behalf of the client.
- D. BUDGET: This form should be filled out completely or as much as possible with full addresses for both the rent (landlord) and the clients address. A breakdown of monthly utility bills may vary month to month, an estimate will suffice. Feel free to add any special comments, this helps us to understand the client's needs.
- E. SPENDING CHECKS: Can be issued in the following ways. Monthly 1st OR 3rd. Bi-monthly, 1st or 3rd and again on the 15th of the month. Weekly, these checks are mailed every Friday dated for every Monday of the month.
- F. CHANGES: Our agency must be notified immediately of deaths, moves, incarceration, hospital admission or committed to state hospitals and missing for any length of time and marital status.
- G. SPECIAL CHECK REQUESTS: Our agency has a standard form for any additional money that is needed by the client, example Recreation, food, travel. Etc. This form must be filled in completely, make copies and used as needed. Normally there is a 24 hour turn around (excluding weekend). If a client comes to our office we provide a drop box in our parking lot after hours and a mail slot for pickup in the front of the building.
- H. MEETINGS: Since we do not have the case history of the clients we serve, we insist to have case management present and have a scheduled meeting. Case managers are free to come as needed, hours are Monday thru Thursday 9:00am to 4:00 pm, Friday 9:00 am to 12:00 pm. We are closed 12:00 to 1:00 pm for lunch daily.
- I. UTILITY BILLS OR OTHER BILLS NEED PAID: When forwarding any bills the clients_name must be on the invoice or bill, these should be forwarded to the Post Office Box, please make sure his or her name is on all utilities not RPS INC.
- J. CONSUMER RESPONSIBILITIES: Computer checks and postage will be automatically deducted from their account, our agency keeps separate accounts not one collective account. If possible, the consumer should pick a bank that is convenient to them, we use PNC or CITIZENS Bank.