**ELECTRONIC PAYMENT SIGNUP GUIDELINES\* for**

**BENEFIT RECIPIENTS LOCATED IN SKILLED NURSING FACILITIES\*\***

**CURRENT RESIDENTS**

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| **Scenario** | **Actions**  | **Sign-up Procedures** |
| A. | Existing resident has a Representative Payee receives federal benefit payments by paper check | 1. If designated Representative Payee prefers to maintain financial control of resident’s federal benefit, SNF should suggest that the payee contacts SSA
2. A representative payee cannot relinquish their payee duties to the SNF.
 | Representative Payee can: * Visit www.GoDirect.gov or call ***Go Direct***® at 800-333-1795
* Visit their local Social Security Administration office or call 800-772-1213
* Complete [FS form 1200](https://www.godirect.gov/gpw/enroll-by-mail/) provided by SNF

*When helping a patient sign up online, adequately document the authorization for your records* |
| B. | Existing resident is not mentally competent and receives their federal benefit payments by paper check  | SNF completes paperwork with physician certification to become Representative Payee with federal benefit payments electronically deposited into RTA  | SNF contacts local SSA office to file payee application.SNF must complete a face-to-face interview to become the representative payee. |
| C. | Existing resident is mentally competent and elects to have their federal benefit payments (other than a paper check) deposited electronically into the SNF RTA | Resident initiates transfer with the assistance of the SNF (which provides account information for the RTA) | Resident can: * Complete form – or [FS form 1200](https://www.godirect.gov/gpw/enroll-by-mail/) provided by SNF
* Visit [SSA.gov](http://www.SSA.gov) to enroll online or call SSA 800-772-1213 or visit local SSA office
* Resident who has paper check payment can also visit [www.GoDirect.gov](http://www.godirect.gov/) or call 800-333-1795
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| D. | Federal benefit is made payable by check to the resident receiving Medicaid or Representative Payee (other than SNF), and the funds are misappropriated through 1) fraudulent endorsement; or, 2) individual Representative Payee not paying funds owed to the SNF for Medicaid | By law, the SNF must contact the local SSA Office and report the misappropriation | SNF completes paperwork to have SNF designated Representative Payee with federal benefit payments deposited into RTA. Use [FS form 1200](https://www.godirect.gov/gpw/enroll-by-mail/) and SSA-11-BK |

\* These guidelines are based on Social Security Administration (SSA and SSI) benefits; for information on becoming a Representative Payee for other benefits, contact the agency directly.

\*\* For consistency, this document uses the term “Skilled Nursing Facility” to refer to facilities that are recognized by both Medicare and Medicaid as either a skilled nursing facility or nursing facility.
\*\*\* It is recommended that prepaid cards NOT be used to receive federal benefit payments for residents of skilled nursing facilities.