



POOLED TRUST
SERVICES

Trust I

*Trust
Information
& Procedures*

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www.seniorcommservice.org

The Trust:

Senior Community Services Pooled Trust is a supplemental needs trust established by Senior Community Services, Inc., a not for profit charitable organization pursuant to federal and state law. The sole purpose of the trust is to permit disabled individuals to shelter their monthly excess income (calculated by Medicaid to be spent down) by depositing the excess funds into the trust, in order to become or maintain full eligibility for governmental benefits.

The trust is administered by Senior Community Services, Inc., and control of the trust is in the hands of the trustees appointed by the board of directors of Senior Community Services, Inc.

Eligibility:

The trust is available to all individuals who reside in the state of New York and are deemed disabled as defined in Social Security Law §1614 (a) (3) [42 U.S.C. §1382c (a) (3)]. It is open to all disabled persons regardless of their religion, race, creed, color, ethnicity, or sexual orientation.

Determination of Eligibility:

The trust will not make a determination on whether an individual is disabled as defined by law. The approval of a joinder agreement in no term means a member has met all of the requirements required to be approved for a supplemental needs trust. **It is the sole responsibility of the disabled beneficiary or their representative to submit any required documentation to Medicaid or any other governmental agency to obtain approval.**

Suitability:

The beneficiary and/or legal representative retain the sole responsibility of determining whether this trust meets the beneficiary's needs. The trustees are unaware of individual circumstances and will not determine if this trust is the optimal solution for each applicant. The expenses associated with the trust may not make it financially appropriate for a beneficiary. Prospective beneficiaries should consult with their elder care attorneys, accountants, or Medicaid advisors prior to seeking participation in the trust.

Establishing an Account:

A completed Joinder Agreement (signed and notarized/witnessed) including any additional required documentation, and a **non-refundable** enrollment fee (payable by check, money order, debit/credit card) in the amount of \$300 made payable to **SCS Pooled Trust**, f/b/o Beneficiary's name, must be sent to:

**Senior Community Services
100 Boulevard of the Americas
Lakewood, NJ 08701**

The following documentation **must** be provided if the Joinder will be signed by any individual other than the beneficiary:

- If it is signed by the Guardian → **Proof of Guardianship** must be submitted along with the Joinder.
- If it is signed by a Power of Attorney → **Power of Attorney** must specifically grant the powers to establish and fund a trust account.

The trust will contact the beneficiary or designated representative with any additional questions or concerns with the submitted information or funds. Missing or incomplete information may delay account acceptance.

Each individual must establish his/her own sub-trust account. Joint applications will be deemed incomplete.

Once accepted, the trust will provide upon request an acceptance letter, a copy of the executed Joinder Agreement, and the necessary forms to make deposits and request disbursements. The information will be sent to the beneficiary or authorized representative unless specified otherwise.

Account Fees:

The account fees are charged according to the current fee schedule (see fee schedule attached). Fees are subject to change at any time. The enrollment fee charged to establish a trust account will be deducted from the initial deposit unless specified otherwise. Additionally, the first month's administrative fee will be charged in the month the account is established.

Trust fees are deducted prior to requested disbursements; therefore, the available balance for each month will be the current month's deposit less trust fees. Please keep this in mind when submitting disbursement requests.

Monthly Deposits:

Monthly deposits after the initial deposit must be accompanied by a surplus deposit coupon, for those that wish to send in a check or money order. The monthly deposit must come from the beneficiary's funds. Due to the nature of the trust, cash will not be accepted. A check, Money order, or enrolling in one of our automated debit options will suffice.

Deposit coupons will be provided upon request only. Should you require additional coupons, please contact our customer service department at 718.971.2509

Deposit/Account Balance:

There is no minimum monthly deposit or minimum account balance requirement. This is subject to change at any time.

Upon request, Senior Community Services, will provide a verification of deposit. Please provide a fax number, email, or mailing address of the recipient should you request this service. Up to date account information is also available on our customer portal.

Requests for Disbursements:

A request for disbursement can be submitted via email, mail, fax, or through our online portal. The request must include the appropriate substantiation, such as a bill, price quote, or invoice, and must be accompanied by our disbursement request form. Each request must be signed by the beneficiary or authorized representative. Disbursements will not be made payable to the disabled beneficiary.

All requests must be for the **sole benefit** of the account beneficiary. Expenses must have been incurred within 90 days of submission.

All disbursement requests are approved or denied at the sole discretion of the Trustees. Approved requests may take up to five (5) business days to be processed. Lack of documentation or available funds may result in delayed processing times for disbursements. Please plan accordingly as **the trust shall not be liable for any late charges.**

ALL DISBURSEMENTS ARE MADE AT THE SOLE DISCRETION OF THE TRUSTEES.

ALL DISBURSEMENTS MUST BE FOR THE SOLE BENEFIT OF THE BENEFICIARY.

Sample Requests for Disbursements:

Property Expenses – Deed, Life Estate, or Trust document must be submitted. The beneficiary must have ownership in the property. Expenses include property taxes, repairs, maintenance, and property insurance.

Rent – A current signed lease indicating the beneficiary as tenant must be given to the trust to be kept on file.

Mortgage – A copy of the mortgage or current monthly statement in the name of the beneficiary must be submitted to the trust.

Maintenance Fees – A current invoice in the name of the beneficiary must be submitted to the trust.

Cable/Cell Phone/Utilities – An invoice in the beneficiary's name indicating their primary residence as service address.

Vehicle – A copy of the title and registration identifying the beneficiary as owner is required.

Credit Cards – trust will pay current charges only. The complete detailed statement must be submitted. Items ineligible for disbursement will not be paid.

Funeral arrangement – An Irrevocable Medicaid eligible pre-need agreement may be considered during the beneficiary's lifetime. Payments toward contracts will only be made prior to beneficiary's death. Per Federal and State statute, no funeral or related expenses may be paid after death.

All other expenses – a dated detailed invoice or price quote in the beneficiary's name from a third-party vendor must be submitted. Payments will only be made directly to the third-party vendor.

Requests for Automatic Disbursements:

Upon establishment of a sub-trust account, automatic disbursements for Mortgage, Rent, or Maintenance Fees may be requested for members enrolled in automatic direct debits only. Beneficiary or Authorized representative must submit an automatic disbursement application. This application will be provided upon request.

The SCS Credit Card:

Things to Know

- The SCS card can be used anywhere that Mastercard is accepted. Please note, you cannot use the SCS card to pay bank loans, pay off other credit card balances, and withdraw cash from an ATM. Card transaction must be within the Trust Guidelines: No alcohol, firearms, tobacco, cash advances, bail, gifts etc. Cardholders that are in violation of the above may have their card terminated at the Trustees discretion.
- The card will only be in the name of the SCS beneficiary. This does not include any representative.

Receiving the Card

The SCS card will be ordered once the card agreement is signed by the member or representative. SCS Cards are sent directly from our fulfillment center to the address designated by member/rep. Providing an invalid address, may result in a delay receiving your card. If a card needs to be re-issued as a result of an invalid, a re-issue fee may apply. Please allow up to 7 days to receive your card. SCS will do its utmost to ensure that a card is received prior to a funding date, however, makes no guarantees to the above, as there can be reasons beyond our control.

Loading the card

The SCS Card is a prefunded card. This means, that you will have your trusts' funds loaded onto the card each month. This is based on when you fund your pooled trust each month. SCS cards will become active automatically upon the first load and will remain active unless notified by member/rep to block or terminate the card, or at the discretion of a trustee for improper use.

Remaining Funds

Any funds remaining on the card upon termination of your sub-trust account, will be returned to your trust account. The funds can then be made available per the trust termination policy below.

Replacement Cards

In the event that a card is lost or stolen, please notify your case manager immediately so that we can ensure the card is blocked and reissued if applicable. SCS will reissue a complimentary replacement card within 5 days of notification by member/rep. For additional card re-issue requests a card re-issue fee may apply. Please see fee schedule below

Items Ineligible for Disbursement:

- Disbursements payable to the beneficiary
- Donations
- Gifts
- Tobacco
- Alcohol
- Firearms
- Bail, restitution, and related legal fees
- Rent relating to a lease between spouses
- Medicaid eligible expenses incurred after the trust was established
- Bills for payment of monthly excess income
- Medical Expenses included in Medicaid's budget to reduce monthly excess income
- Cash advances taken on credit cards
- Payments to financial institutions for debit card charges, overdraft fees, and lines of credit
- Expenses incurred after death

Beneficiary no longer has a Spend down:

Should a change in status occur and the beneficiary no longer has excess income, the trust should be notified immediately through a written statement. A copy of the updated Medicaid determination must be submitted indicating a change in excess income amount.

Upon receipt of the written statement and/or Medicaid determination letter, the remaining balance, less any unpaid fees, will be available for use. Procedures for disbursements will remain the same. The monthly administrative fee will be charged until account is fully expended.

Beneficiary admitted to a nursing facility:

Should the beneficiary be admitted to a nursing facility and is not expected to return home, the trust must be notified through a written statement. Upon receipt of the written statement deposit activity shall cease. The remaining balance, less any unpaid fees, will be available for use. Procedures for disbursements will remain the same. The monthly administrative fee will be charged until account is fully expended.

Account termination upon beneficiary's death:

Per federal and state statute, upon the death of a beneficiary, a trust sub-account terminates and all funds remaining in the account must remain with the trust to further the trusts' purpose of assisting disabled individuals. The trust must be notified immediately of the decedent's death, and a copy of the death certificate **must** be submitted. **There will be no disbursements for bills incurred after death.** The trust will remain open for 90 days after notification of death

Account termination for inactivity:

If there is no activity in the beneficiary's account for **120 days**, the Trustee retains the right to close an account. To re-establish the trust a completed Joinder Agreement with an enrollment fee payment in the amount of \$300 will need to be submitted to the trust.

Reporting to Government Agencies:

It is the sole responsibility of the disabled beneficiary or their representative to report account activity to the applicable government agency. However, upon request the trust may provide documentation to the beneficiary or directly to the government agency for assistance with reporting requirements.

CONTACT US:

For general information inquires:

Phone: (718) 971-2509

Email: info@scspooledtrust.org

Web: www.scspooledtrust.org

Hours of operation:

Monday-Thursday: 9am-5:30pm ET

Friday: 9am-2:00pm ET

Saturday-Sunday: Closed

For disbursement or other documentation requests:

Fax: (844) 623-0481

Email: billpay@scspooledtrust.org

Mail to: **100 Boulevard of the Americas,
Lakewood, NJ 08701.**

SCS Pooled Trust Fee Schedule

Initial enrollment fee -\$300.00. This will be due upon establishing an account.

Monthly administrative fee- 12.5% of the monthly deposit. This fee shall not be less than \$35.00 and will not exceed \$250.00

There are two payments options available:

Monthly- This will be deducted from the monthly deposit.

Yearly- This will be a lump-sum for the yearly fees due on the anniversary date of account establishment. This option includes a 10% reduction.

Annual Renewal fee- \$150.00. This will be charged on the anniversary date of the account establishment.

Additional fees:

Fee Type:	Amount:
Returned Insufficient Funds check/direct debit (Bounce Fee)	\$53
Copy of cancelled check	\$12
Overnight Fee	\$25
SCS Card Re-issue	\$25

Please note: Beneficiary accounts being fully expended will have uncollected prior year, as well as, current year audit and tax preparation fees deducted from the account prior to final distribution. Trust expenses and fees are deducted before beneficiaries' requested disbursements; therefore, any monthly deposit must be sufficient to pay these expenses. Income tax incurred on beneficiaries' accounts is deducted from their account balances annually.