

# Policy & Procedures for Distributions

## POLICY

A special needs trust is designed to cover the expenses of goods and services that are **supplemental** to a beneficiary's basic needs (food and shelter). Basic food and shelter expenses should be provided through a beneficiary's Social Security Disability payment or Supplemental Security Income.

Distributions may be requested in various ways, including: in advance of expenditures; as a reimbursement for expenses; or as a direct payment to vendors. All expenditures must be verified by the original receipts.

## PROCEDURES

In order to request a distribution from an individual's account with Achieva Family Trust, the following procedures need to be followed:

1. The beneficiary or their representative must submit a **Fund Request form** to request a distribution. All supporting documentation (original receipt, invoice, bill, letter of explanation, etc.) should be included. For large or unusual purchases, prior approval should be obtained.
2. In most cases, a check should be received within 10 to 14 business days following receipt, review and approval of the Fund Request.
3. A check may be issued as an advance for anticipated expenses, reimbursement for expenses or a direct payment to a vendor. **The original receipts for items must be received by Achieva Family Trust before another check can be approved.**
4. Original receipts for items purchased must be sent to Achieva Family Trust in order to verify the use of the trust funds. Credit card statements should be accompanied by the original receipts. **Copies can be sent for services such as telephone, cable and medical bills.**
5. All receipts should be detailed in nature and accompanied by an explanation for each purchase. Receipts should be submitted on a monthly basis. Receipts that are held for an extended period of time may not be reimbursed.
6. All requests for gas or mileage (**Mileage form**) should be discussed in advance of submittal.
7. Any request for a trip/vacation should be discussed in advance. It is highly recommended that you utilize a travel agent.
8. Services, such as attendant care, respite or case management, must be discussed in advance of submittal. The service provider's name and address are required when completing the **Service form**. The service provider's signature and the signature of the Beneficiary or their designee are required.

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## DISTRIBUTIONS FROM A SPECIAL NEEDS TRUST

### Examples of Frequently Requested Distributions

This list is offered to provide guidance on how a special needs trust can be utilized to help enhance the quality of a person's life, and is by no means all inclusive. Please keep in mind that the Trustee by law must have absolute discretion in reviewing requests for distributions. Therefore, **you should not view this list as guarantees**. Your trust document may also contain specific language regarding distributions. Some common examples are:

- Attendant care
- Private case management and counseling
- Job coaching
- Medications, medical equipment and hygiene products
- Computer hardware and software
- Guardianship, Power of Attorney and advocacy services
- Adaptive equipment
- Attorney fees
- Home adaptations
- Private lessons and materials
- School or camp tuition
- Appliances, furniture and household items
- Entertainment and recreation
- Lawn care and snow removal
- Clothing
- Cable, telephone and internet services
- Medical, nursing and dental care, tests not covered by another source
- Independent evaluations and testing (*vocational, medical, psychological, etc.*)
- Insurance premiums (*health, dental, car, homeowners and renters*)
- Expenses related to owning and operating one car (*See vehicle procedures and policies*)
- Travel expenses including transportation or hotel
- Pet care

### Examples of Distributions Usually Not Permitted for a Person Receiving SSI

Supplemental Security Income (SSI) is meant to cover all basic food and shelter expenses. If distributions are made from a trust for food and shelter expenses, a person's SSI payment may be reduced. The following is a list of distributions that are usually not made from a trust for beneficiary receiving SSI:

- Funds given directly to the beneficiary for any purpose
- Food
- Rent or mortgage payments; property taxes; homeowner association dues or property fees
- Utilities including electricity, gas, heating fuel, garbage, sewer or water

### Examples of Prohibited Distributions

The following list will generally not be approved for distribution by Achieva Family Trust:

- Alcohol
- Cosmetic surgery
- Gaming and gambling
- Tattoos and piercings
- Firearms and other weapons
- Pornography
- Motorcycles, ATVs; Dirt Bikes; Golf carts
- Gifts for others, gift cards and charitable donations
- Luxury items