



**A-Z Representative
Payee Service, Inc.**
Reaching the hierarchy of needs, together

Tishaun Cook
204-17 Hillside Avenue Suite 309
Hollis, NY 11426

May 1, 2013

Commissioner Courtney Burke
NYS OPWDD
44 Albany, NY 12229

Dear Mr. Courtney Burke, Commissioner

Reference: My organization is responding to the call of service which is to provide specialized Managed Care for Individuals with Developmental Disabilities. My organization, A-Z Representative Payee Service, Inc., is able to offer a valuable service to your individuals in respect to personal budgeting and individualized money management. My organization also consists of a full staff of Licensed Social Workers.

The background of A-Z Representative Payee Service, Inc. consists of 30 years of combined professional experience that encompasses money management, clinical care and case managers. We are a fully bonded/insured representative payee organization that is mandated by the Social Security Administration. Our staff consists of multicultural and multilingual staff that is skilled in providing services to a cultural diverse population ranging from pre-teens to the elderly. The populations we service include individuals with developmental disabilities and individuals who are severely and persistently mentally ill who are incapable of managing their benefits.

A-Z Representative Payee Service, Inc., is an organization that is appointed by the Social Security Administration to manage the funds of individuals receiving SSI/SSD who are not capable of doing so independently. The responsibilities of A-Z Representative Payee Services, Inc., is to be vigilant of the individuals needs through working with the treatment team that we understand consists of an Broker, family members and the individual. The role and responsibility of A-Z Representative Payee Service, Inc, is to participate in the circle of support to meet and review the CSS plan and to ensure all necessary supportive services are being implemented. The duties of the A-Z Representative Payee Service, Inc. is to help to restore the integrity back into the individual life by assisting them with learning to be in

more control of their personal budget. A-Z would bring in staff to facilitate teaching individuals to learn how to pay their monthly expenses that consists of rent, electricity, but not limited to learning to save money to purchase clothing and food. We also assist with obtaining additional services such as completing food stamps and Medicaid applications. We teach/encourage individuals to save money to promote independency. Additional responsibilities of A-Z Representative Payee Service, Inc will provide the following services:

- Provide a record of responsibility to the Broker, MSCS and Broker Support.
- Report life changing events to the Social Security Administration (SSA).
- Utilize all efforts to place individual's benefits in dedicated accounts.
- Safe guard all funds.
- Ensure all funds are used in an appropriate manner.

A-Z Representative Payee Service Inc, would like to be considered as an applicant under DISCO and fall under MLTC and also be placed in FMS. We would like to be kept apprised of all updates and modifications and the ability to submit proposals. The counties in which we would service are the entire county of Queens, Bronx and Brooklyn.

I can be reached at, 347-506-3997 ext. 5014 to discuss new and exciting endeavors with POPWDD and its affiliates.

Thank you,

Tishaun Cook
Program Director