

FIDUCIARY MANAGEMENT BRANCH Payments to Facilities with Established Rates	DAIL-DOS-FID-2
Effective Date: March 29, 2010 Revision Date: May 5, 2023	Page 1 of 1

Policy Statement: Fiduciary Management Branch will set up payments, as set by state and federal rule, for facility and personal needs when the individual under guardianship has available assets. Reoccurring expenses may be set up as automatic payments when possible.

Legal Authority: [KRS 210.290 Cabinet may act as fiduciary - Duties - Powers](#)
[KRS 387.680 - 700 Guardianship and Conservatorship for disabled persons](#)
[910 KAR 2:030 Accounting provisions for adult guardianship](#)

Procedure:

- (1) Fiduciary Management Branch designated staff reviews spreadsheet on a monthly basis in the public drive of individuals that have moved to investigate if funds are received and ready for payments to be established or receives notice from Benefits Management staff that funds have been received.
- (2) Designated Fiduciary staff reviews the statement of charges for proper billing, within thirty (30) days of receipt.
- (3) An urgent request shall be processed, and a response provided within three (3) business days.
- (4) If the statement of charges is not accurate it is rejected and returned to the facility with a letter of explanation. An itemized statement will be requested.
- (5) An event is entered into KYGFIS regarding the statement of charges and the letter of explanation is scanned and attached to the event.
- (6) Fiduciary staff sets up recurring facility payments according to the established rate.
- (7) Fiduciary staff sets up personal needs allowance payment in the amount of \$30 unless another specified amount is requested.
- (8) If the income is not sufficient to cover monthly facility expenses, follow up with Benefits Management Branch, designated staff to verify income in Benefind.
- (9) If the individual under guardianship does not have sufficient funds to make the payment a letter of "Limited Funds" is prepared and sent to the provider. When possible, a payment plan is set up. An event is entered into KYGFIS and documents scanned and attached.
- (10) When there is a credit balance, and a refund is due a letter requesting a refund is sent to the provider. An event is entered into KYGFIS and documents scanned and attached.
- (11) An Event is set up in Fiduciary staff's calendar to remind staff to check individual under guardianship's KYGFIS case file next month to see if the financial matters have been solved so that payments can be set up.