

1 [Public Administrative Code - Public Administrator/Public Guardian Representative Payee Services Fee]

2 **Ordinance amending the San Francisco Administrative Code, Chapter 2A, by amending Section 2A.211-A**
3 **to add a fee of \$35 dollars for services provided by the Public Administrator/Public Guardian**
4 **Representative Payee Program.**

5 NOTE: Additions are *single-underline italics Times New Roman*;
6 deletions are ~~*strike through italics Times New Roman*~~.
7 Board amendment additions are double-underlined;
8 Board amendment deletions are ~~strikethrough normal~~.

9 Be it ordained by the People of the City and County of San Francisco:

10 Section 1. Environmental Findings. The Planning Department has determined that the actions contemplated in
11 this Ordinance are exempt from the California Environmental Quality Act (California Public Resources Code section 21000
12 et seq.). Said determination is on file with the Clerk of the Board of Supervisors in File No. _____ and is incorporated
13 herein by reference.

14 Section 2. The San Francisco Administrative Code is hereby amended by amending Section 2A.211-A,
15 to read as follows:

16 **Sec. 2A.211-A. Public Administrator/Public Guardian Representative Payee Program.**

17 (a) **Findings.** The Board of Supervisors finds that there are residents of the City and County of
18 San Francisco who are recipients of Social Security Administration benefits, Department of Veteran's Affairs
19 benefits, General Assistance, and other income from public and private sources who are unable to manage such
20 income to their best advantage. There are also residents of the City and County of San Francisco who
21 are denied the payment of Social Security Administration benefits, Department of Veteran's Affairs benefits,
22 General Assistance, and other income from public and private sources because of mental and/or physical
23 disability who would benefit from assistance in applying for and managing funds.

1 Therefore, the Board of Supervisors authorizes the Public Administrator-Public Guardian,
2 pursuant to permission of the client, to receive, manage, and disburse income and benefits from public and
3 private sources for those persons who receive such aid, but are unable to manage their funds.

4 And, further, that the Public Administrator-Public Guardian is authorized, pursuant to permission
5 of the client, to provide assistance in applying for public and private resources to which the client may be entitled,
6 but which are withheld or not paid because of a determination from the funding source that the recipient is
7 incapable of managing such funds.

8 (b) **Public Guardian Representative Payee Program.** There shall be a program called the
9 Public Guardian Representative Payee Program (hereinafter, "Program") created in the Office of the Public
10 Administrator-Public Guardian. Upon agreement with the client, the Program may provide the following services:
11 (1) Collect and deposit entitlement checks and other income into accounts managed by the Public
12 Administrator-Public Guardian. (2) Redirect the client's bills including, but not limited to, rent and utility bills to
13 the Program and pay these bills with the client's funds. (3) Make disbursements from the client's share of funds
14 for the client's personal needs. (4) The Public Administrator-Public Guardian shall charge each client a **monthly** fee of
15 \$35.00 for services provided through the Representative Payee Program as authorized by California Government Code
16 Section 27436 unless such client is otherwise legally exempt from payment of the fee. Clients demonstrating an inability to
17 pay may qualify for a discretionary waiver of the fee as determined by the Public Administrator-Public Guardian or their
18 designee.

19 (c) **Refunds.** Upon discharge or withdrawal from the Program, any and all amounts on deposit in the
20 name of the client shall be refunded to him or her, or the succeeding fiduciary, if applicable.

21 (d) **Records.** The Public Administrator-Public Guardian shall cause full, true and correct records to be
22 maintained, on a current basis, regarding the receipt and disbursement of all moneys belonging to any such client on deposit
23 in accounts managed by the Public Administrator-Public Guardian. Clear and current records must be maintained showing
24 all credits to and debits from the account for each individual client, as well as each client's current share and balance in the
25 account.

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(e) **Fiduciary.** The Public Administrator-Public Guardian shall keep records as befits a fiduciary entrusted with a client's funds.

APPROVED AS TO FORM:

DENNIS J. HERRERA, City Attorney

By: _____
ALEETA M. VAN RUNKLE
Deputy City Attorney