

Center for Disability Rights, Inc.

497 State Street Rochester, New York 14608 (585) 546-7560 V/TTY (585) 546-7567 FAX
PooledTrust@cdrnys.org

Community Supplemental Needs Trust

Disbursements Information Sheet

ALL DISBURSEMENTS MUST BE FOR THE BENEFIT OF THE PARTICIPANT IN THE TRUST AND THEY MUST BE PAID TO THIRD PARTIES.

In order to pay any disbursement we must have on file:

- 1) **Disbursement form-** *completed and signed.* Please use the disbursement form that you can find on the CDR website at cdrnys.org/pooled-trust.
- 2) **Complete invoice with remittance stub or other documentation-** *see below*
- 3) **Available funds** – *funds that have already been deposited into the trust.*
Reminder your account needs to have a \$20 balance at all times.

If one of these is not available, the disbursement request will NOT be processed.

Disbursement Type	Proper Documentation
Rent	Lease or rental agreement (If you do not have a rental agreement you can find one online at cdrnys.org/pooledtrust .)
Utilities and all monthly bills	Monthly bills – this means each month the bill will need to be forwarded to CDR
Payments with a coupon booklet	Coupon Booklet must be submitted to CDR.
Credit Card- the trust WILL NOT pay for a Debit Card	<u>Complete Credit card invoice</u> must be submitted each month with detail of purchases, including a remittance stub. Indicate the amount you want paid on the remittance stub each month.
Third Party Reimbursement	If paid with cash- attach receipts for items to be reimbursed to third party. If paid with credit card- attach full credit card invoice including items to be reimbursed.
Company for Services	An invoice that should include your name and what the service is.
Individuals for Services	An invoice that should include your name and what the service is.
Pre-payment	Invoice or Agreement outlining what will be done including costs. Generally used for pre needs funeral plans.

Recurring Expenses

- For recurring expenses, you can fill out one disbursement form and check that it is recurring. In this case, you will not have to fill out a new form each month as the disbursement form is good for one year.
- If the amount of the bill changes per month, write “will vary per month” on the amount requested line.
- PLEASE NOTE THAT EVEN IF YOU HAVE A DISBURSEMENT FORM MARKED RECURRING, WITHOUT THE INVOICE BEING SENT IN EACH MONTH AND THE FUNDS IN YOUR ACCOUNT TO PAY IT THEN IT WILL NOT AUTOMATICALLY BE PAID.**

Disbursement Limit

- You are allowed 4 disbursements per month. After that there will be a \$10 fee for each additional withdrawal.
- To cut back on disbursements, you can use a credit card to pay for most of your bills and have the trust pay the credit card. This is counted as only one disbursement no matter how many bills are on it.

Processing Time

- PLEASE BE AWARE THAT THERE IS A 7-10 DAY PROCESSING TIME ALLOWANCE FOR DISBURSEMENTS.** Once all documentation is provided and all funds are available, the trust has 10 business days to process the requests.
- To speed up this process you can have your bills sent directly to CDR. You can also speed up the process by changing the way you fund the account. Funding the account one month ahead of time is the most efficient way to ensure that there will be no late payments.

Illegal Payments

- Even with the proper documentation, the trust cannot pay for gifts (or gift cards), alcohol, tobacco, firearms, illegal drugs or drug paraphernalia, legal fees relating to illegal activities, restitution, or bail.

Disbursement requests can be addressed to:
CDR Community Supplemental Needs Trust Dept.
497 State St. Rochester, NY 14608
OR
Fax: (585) 546-7567
OR
Email: PooledTrust@cdrnys.org

Questions? Call CDR at (585) 546-7560