

**WAC 388-101D-0275 Transferring client funds.** (1) When the service provider manages a client's funds and the client changes service providers, the previous service provider must transfer all of the client's funds, except funds necessary to pay unpaid bills, to the client or designee as soon as possible but no longer than thirty days.

(2) When transferring funds, the previous provider must:

(a) Have an agreement with the client regarding the amount of money to be withheld to pay bills;

(b) Inform the client's case manager about any agreement in subsection (2)(a) of this section;

(c) Give the client and the client's legal representative a written accounting of all known client funds;

(d) When applicable, give the new service provider a written accounting of all transferred client funds;

(e) Obtain a written receipt from the client and legal representative for all transferred funds; and

(f) When applicable, obtain the new service provider's written receipt for the transferred funds.

(3) When the client moves to another living arrangement without supported living services or the client's whereabouts are unknown, the service provider must transfer the client's funds within one hundred eighty days to:

(a) The client's legal representative;

(b) The department; or

(c) The requesting governmental entity.

(4) When the client dies, the service provider must transfer the client's funds within ninety days to:

(a) The client's legal representative;

(b) The requesting governmental entity; or

(c) The department if the client does not have a legal heir.

(5) Social Security Administration requirements for managing the client's Social Security income take precedence over these rules for transferring client funds if:

(a) The service provider is the client's representative payee; and

(b) The Social Security Administration requirement conflicts with these rules.

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