

Benefits of Having a Representative Payee

- Its like having your own personal accountant!
- On time bill payments
- Manages your fines and fees
- Helps you learn budgeting skills
- Helps you budget and save money
- Helps you maintain stable housing
- Eases anxiety or tension with managing money
- Helps reduce chaos in your life
- Helps you gain financial independence

Benefits of having The Open Door, Inc. as Your Representative Payee

Having The Open Door, Inc. as your representative payee will:

- Provide all the same services as any representative payee **FOR FREE!** The majority of other companies or individuals who offer payee services charge for their services
- Provide you with individualized support services and help
- All information you provide to The Open Door, Inc. Representative Payee program is completely confidential and secure

**Most importantly,
it is our hope that having
The Open Door, Inc. as your
representative payee will help you
focus on your medical care and
taking your medications!**



The Open Door, Inc.
PO Box 99243
Pittsburgh, PA 15233
Phone: 412-231-2178
Support@opendoorhousing.org
Opendoorhousing.org



**Representative
Payee
Services**

What is a Representative Payee?

A Representative Payee is an individual or organization, like The Open Door, Inc., appointed by The Social Security Administration to receive Social Security and/or Social Security Income benefits on your behalf. It is the responsibility of the payee to pay your bills, give you spending checks, and help you save your money.

How Representative Payee Services Work

After you complete the application with your case manager and your physician:

- Your application will be mailed to the Social Security Administration for review
- Once review is complete, The Open Door, Inc. will open a bank account for you
- Your Social Security and/or Social Security Income will be deposited directly into your bank account with The Open Door, Inc.
- The Open Door Inc. will pay all of your bills with the budget created by you and your case manager
- The Open Door will mail you a spending check for the amount that you and your case manager requested every month and save any money left over



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How to Sign up for Payee Services with The Open Door, Inc.

- Discuss payee services with your case manager
- Have your case manager request an application from The Open Door, Inc. by phone or email:

Phone: 412-231-2178

Email: support@opendoorhousing.org

- Complete the application with your case manager and your physician
- Mail all **original** documents to The Open Door, Inc. at:

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