
POLICIES AND PROCEDURES

A Special Needs Trust is established to enhance the quality of life of the beneficiary. Disbursements from the trust can cover the expenses of goods and services that are supplemental to a beneficiary's basic needs. Basic needs such as food and shelter should be covered by a beneficiary's Social Security Disability payment, Supplemental Security Income payment or other government benefits.

Understanding which disbursements may be permitted from a beneficiary's trust can be complicated. To help with this process, Secured Futures has prepared two lists. One list is of frequently permitted disbursements. The second list is of disbursements which are typically not permitted. All disbursements are subject to the discretion of the Trustee.

When requesting a disbursement from a beneficiary's trust share, the following conditions must be met:

1. A Request to Disburse Funds Form must be completed for every request from the trust

- Forms that are incomplete or unclear will not be processed and will be returned to the beneficiary.
- All disbursements must be accompanied by the required documents, such as original invoice or receipts, no exceptions.
- *Requests for Vehicles, Houses and Travel have specific procedures and forms for processing, please request the appropriate forms for these purchases.*

2. Funds must be disbursed for goods and services to a third party; someone other than the beneficiary or relative of the beneficiary

- *Under no circumstances can funds be disbursed directly to the beneficiary.*

3. The funds disbursed must be for the sole benefit of the beneficiary

REGARDING DISBURSEMENTS, PLEASE NOTE:

- Requests for disbursements will be approved or disapproved **within 5 business days of receipt** of the completed request form.
- **If approved, payment will be processed within 3 days for a total of 8 business days** from date of request.
- Please allow 7-10 business days for payment by check.

Following these procedures will ensure that all disbursement requests are handled in a timely manner, thereby enhancing the quality of life of the beneficiary.

CHANGE OF ADDRESS: If in the future, your address or phone number changes, you must notify us in writing, by completing the Contact Information Changes form included in this Welcome Packet.