

Lay Person Letter Directions

All new client referral forms submitted to S.N.E.S.A.A. need to include a Lay Person Letter. This letter is a requirement by the S.S.A.

- A **Lay Person Letter** is a letter by you on your organization/company letterhead that states your relationship to the Client and why in your opinion they still need a Representative Payee (e.g. it could be because they cannot prioritize bills or do not have an understanding of money due to their disabilities).
- You may want to include the client diagnosis to support the above statement.
- Please also include why the current Representative Payee will no longer be serving as the payee.

If you have any questions please feel free to contact

Kim Santos at 774-365-4441 or via email snesaa@yahoo.com.