



Preserve Assets | Protect Benefits | Live Well

Massachusetts Office
Two Adams Place, Suite 110
859 Willard St.
Quincy, MA 02169
T: 617-244-5552
F: 617-795-0589

Rhode Island Office
331 Waterman Street
Suite 225W
Providence, RI 02906
T: 401-234-8444

**Special Needs Pooled Trust
Third Party
Informational Guide**

CONTENTS OF THIS GUIDE

Overview: Who are we and what we do?	Page 1
What is the Third-Party Special Needs Pooled Trust?	Page 4
How are funds disbursed?	Page 7
How are funds invested?	Page 9
What are the fees?	Page 10
What should I consider before enrolling?	Page 13
What are the steps to enroll in a PLAN trust account?	Page 14
What forms do I need to complete?	Page 14



Special Needs Trusts

Overview: Who We Are & What We Do

Planned Lifetime Assistance Network (PLAN) of MA & RI is a 501(c)(3) non-profit organization, incorporated in 1971, that serves as a professional trustee for special needs trusts.

For over 50 years, we proudly serve people with disabilities – lifelong or related to illness, injury, or age – helping to preserve assets, to protect access to public benefits, and to live well.

We help people with disabilities enhance the quality of their lives by—

- operating Special Needs Trusts that support beneficiaries’ long-term needs
- providing support and guidance for beneficiaries to use their funds most effectively, and
- serving as a knowledgeable trustee to oversee disbursement of the trust’s resources for both pooled and standalone trusts.

Special Needs Pooled Trusts

A Special Needs Pooled Trust (SNPT) is a way to set aside money for a beneficiary’s future use—while protecting and maintaining their eligibility for public benefits, such as Supplemental Security Income (SSI) and Medicaid benefits. SNPTs are permitted by the Omnibus Budget Reconciliation Act (OBRA) 1993; they are irrevocable and must follow regulations set by the federal and state governments.

Distributions can only be used for the beneficiary, for goods and services that enrich their quality of life and supplement public benefits to support their basic needs.

The trust is called “pooled” because all beneficiaries’ separate accounts are invested together—reducing administrative costs and overhead for each.

PLAN manages two SNPTs:

The MARC First-Party Special Needs Pooled Trust is the oldest pooled trust serving Massachusetts and the largest in Massachusetts and Rhode Island. The MARC Trust is a “first-party trust” (also known as a “Medicaid pay-back trust”). This means that each account is funded with the beneficiary’s own assets—which often come from savings, inheritances, or personal injury settlements.

The Third-Party Special Needs Pooled Trust (created in 2005). “Third-Party” means that accounts are funded with assets from someone other than the beneficiary, such as family or friends. Funding can come from a variety of sources—including but not limited to gifts, inheritances, or insurance policies – and SNPTs do not have to be *funded* at the time they are created; they can be funded at some later time. (A **Guide to Third-Party SNPTs**, is available on the website or by request from our office.)



Currently PLAN serves as professional trustee to approximately 750 beneficiaries with over \$60 million in assets under management.

Personalized Support for Beneficiaries

PLAN's Service Coordinators are a team of veteran social workers that provide support and guidance to our beneficiaries on a continuous basis. Each beneficiary is paired with a Service Coordinator, who is the primary point of contact for the beneficiary and their family.

Service Coordinators have three objectives: enhancing the beneficiary's life; helping the beneficiary use funds thoughtfully; and protecting the beneficiary's eligibility for public benefits, such as Medicaid and SSI benefits.

To achieve these objectives, Service Coordinators collaborate with the beneficiary, and their family when appropriate, to identify day-to-day needs and long-term goals. In doing their work, these caring professionals consider many factors—including the beneficiary's age, disability, needs, expenses, and trust account balance. Service Coordinators help each individual create a spending plan for their funds that addresses their unique needs and goals.

Knowledgeable Trustee

PLAN serves as a Trustee for both pooled and stand-alone trusts. With decades of experience as Trustee, participants can be assured that PLAN will provide effective, knowledgeable, and accountable trust management. Additionally, working with a professional Trustee, such as PLAN, has the dual benefit of ensuring effective trust management and relieving family members of this responsibility.

As Trustee, we handle all accounting, investments, tax returns, and disbursements for each beneficiary. PLAN also stays informed and up-to-date with changing regulations and how those impact beneficiaries and their trusts. We are skilled in identifying which disbursements could negatively impact benefits and which do not—and helping beneficiaries (and families) plan accordingly for the effective use of their trust funds.

Contact us to learn more about how PLAN ensures high-quality management of our trusts and the funds in each beneficiary account

THE THIRD-PARTY SPECIAL NEEDS POOLED TRUST: PRESERVING ASSETS, PROTECTING PUBLIC BENEFITS, ENRICHING LIVES

Preserving Assets

A special needs trust is a legal document that enables money to be set aside for a person with a disability. The trust is intended to help preserve the funds for the person, while protecting their access to public benefits, such as Medicaid and Supplemental Security Income (SSI).

Protecting Public Benefits

PLAN's **Third-Party Special Needs Pooled Trust (SNPT)** was created to enable families to set aside funds and create a safety net for the future care of a relative who has a disability. The SNPT is a tool that families can utilize to supplement their loved one's resources without jeopardizing public benefits.

When creating an account, families can choose to contribute funds immediately or at some point in the future. Cash is the only type of asset that can be deposited into a trust account; Personal and real property are not accepted. Contributions can be made to the trust by other individuals, not only the original donor. Once the account is established, a Service Coordinator will be assigned to work with the beneficiary and their support systems, to ensure public benefits such as Medicaid and SSI are not adversely affected.

A beneficiary's funds held in the Third-Party Special Needs Pooled Trust are not countable assets for Medicaid (called MassHealth in Massachusetts, and Rhode Island Medical Assistance in Rhode Island) or for SSI eligibility.¹ So, any amount of funds can be deposited into the trust account without jeopardizing their eligibility for public benefits. In technical terms, the deposit is not a "disqualifying transfer" for Medicaid eligibility;² and a deposit made before the beneficiary reaches age 65 is not a "disqualifying transfer" for SSI eligibility.³

Generally, neither the funds held in an SNPT nor the disbursements are subject to federal or state income tax. However, funds held in SNPT are invested and may generate gains or losses, resulting in tax implications. A Grantor Letter, containing tax information for the trust account, will be sent to the mailing address on file by the second week in March. Consult with a knowledgeable attorney or accountant about how to address the taxes associated with the trust.

¹ 42 U.S.C. § 1396p(d)(4)(C), 130 CMR 520.008(H), 520.023(D) and 515.001; 42 U.S.C. § 1382b(e), POMS § 01120.203(B)

² 42 U.S.C. § 1396p(c)(2), 130 CMR 520.019(D)

³ 42 U.S.C. § 1382b(c)(1)(C)



Enhances Quality of Life

A PLAN Service Coordinator will be assigned to a beneficiary once the SNPT account is opened. The Service Coordinator will contact the beneficiary—and as appropriate, a family member or legal representative—to welcome them and schedule an introductory meeting.

The Service Coordinator will review the disbursement process, learn about the beneficiary's goals for how trust will be used, and review current and anticipated expenses. Through the initial meeting and subsequent conversations, the Service Coordinator will get to know the beneficiary, learning about their interests and needs.

After the account is established, whether funded at the present or in the future, the donor(s) will be asked to create a Life Care Plan. The Service Coordinator will help guide and maintain the Life Care Plan, which will serve as a road map for how the trust will be used, addressing a range of needs (including housing, health care, education, work, transportation, and recreation) and identifying the resources required to meet those needs.

In the case of a currently funded trust, the Coordinator will identify specific ways the trust account can be used to enhance the participant's quality of life— while ensuring that disbursements don't undercut eligibility for public benefits. The Coordinator will visit with the beneficiary at minimum semi-annually to ensure that their needs and goals are being met.

With a future-funded trust, the Coordinator will check-in with the participant annually to inquire about the status of the participant and as to whether any changes have occurred that should be reflected in the Life Care Plan. When the trust is funded, the Coordinator will meet with the participant, family and/or legal representative to review the Life Care Plan, their current and anticipated expenses, and the disbursement process.

THIRD-PARTY TRUST | HOW ARE FUNDS DISBURSED?

Guiding Principles

All disbursements from the Third-Party Trust are subject to the following four principles:

- **Sole Benefit:** Disbursements must be used for the sole benefit of the participants. They are to enable the person to lead as normal, comfortable, dignified and fulfilling a life as possible.
- **Supplemental Needs:** the primary use of the funds is to supplement public benefits. Disbursements can be used to pay for things not covered by public benefits.
- **Payments to Third Parties:** Disbursements from the trust are paid to a third-party – either directly to vendors or to individuals who have made a purchase on the beneficiary’s behalf. Trust beneficiaries do not have direct access to the funds and cannot receive payments directly to themselves.
- **Sole Discretion:** As the Trustee, PLAN has sole discretion in whether a payment is made from a beneficiary’s Trust account. Neither the beneficiary nor any person acting for the beneficiary can demand that payments be made. This helps to ensure that disbursements are made on a completely objective basis; and that a beneficiary’s account is used in a way that serves their long-term needs.

Sample Disbursements / Uses of Trust Funds

The following examples illustrate the types of disbursements that can be made for a trust participant. This is a partial list of appropriate disbursements from a Third- Party Trust account:

- Health and dental treatment and equipment that are not otherwise covered by insurance—or where out-of-pocket cost or deductibles are charged to the participant. This could include, for example, eyeglasses, supplemental nursing care, dietary supplements, rehabilitative services, or private therapy.
- Social services such as companion services or private case management
- Clothing and personal needs such as toiletries or haircuts
- Household items such as furniture, bedding, television, or microwave
- Communications such as internet service, mobile phone, and other devices
- Transportation such chair-car service, taxi or transportation service rides, and adaptive vehicle purchases
- Recreational and cultural items and activities such as travel, books, movies, and entertainment
- Education and training programs such as college courses, online learning, local lectures, and personal mentors and tutors

Disbursement requests are evaluated on a case-by-case basis and approval depends on the beneficiary's individual circumstances (including, but not limited to, public benefits, account balance, age, and disability.)

Prohibited Disbursements / Use of Trust Funds

The following examples illustrate the types of disbursements that cannot be made for a trust participant. There may be additional restrictions depending on an individual's benefits. This list is not exhaustive.

- Gifts for Others
- Gift cards
- Alcohol
- Gambling
- Weapons
- Pornography

Requesting Disbursements

There are two methods for requesting disbursements from a PLAN Trust account:

1. A beneficiary (or an authorized representative) submits a **Disbursement Request Form** to Billing via email (billing@planofma-ri.org), fax (617-795-0589), or mail along with a detailed written estimate or invoice before purchasing the item or service. PLAN will pay the vendor directly. A Disbursement Request Form can be found on the website.

-OR-

2. A beneficiary (or an authorized representative) submits to PLAN a **Disbursement Request Form** along with **itemized receipts and proof of payment**. In the case of payment by check, a copy of the cancelled check must be provided. In the case of payment with a debit card, a copy of a document showing that the beneficiary is not connected to the account must be provided. The beneficiary can request that PLAN pay a credit card company or a third party (family, friend, other). **No disbursements will be made if itemized receipts and proof of payment are not submitted along with the request form.**

If neither of the options above work for an individual's circumstances, an alternative may be discussed with their Service Coordinator.

Generally, disbursements are mailed within 7 to 10 business days after receipt of request.

THIRD-PARTY TRUST | HOW ARE TRUST FUNDS INVESTED?

PLAN understands that the funds are critical to providing each and every trust beneficiary with the items and services s/he needs. That's why PLAN partners with Webster Private Bank, a distinguished financial institution with a long history and a regional presence, to serve as PLAN's trust investment manager. Together, our chief objective is the continued preservation of trust assets with an eye toward long-term growth.

Webster Private Bank is the wealth management division of Webster Bank, a \$25 billion regional financial institution headquartered in Waterbury, Connecticut. WPB provides clients with holistic, integrated services and sophisticated fiduciary, planning, and investment offerings, taking pride in delivering straight-forward, objective advice and attentive service from a single relationship manager.

Webster Private Bank offers seven investment portfolios options, so that each beneficiary may benefit from the one that is right for their individual circumstances. Selection of the portfolio model is performed by Webster Private Bank in consultation with PLAN. When determining the investment strategy, the participant's age, disability, account size, and spending needs are among the factors taken into consideration. The portfolio selection is reviewed annually and may change over time as the participant's circumstances change.

A Message from Webster Bank – January 2023

In 2022 stock and bond markets repriced in response to stubbornly high levels of inflation and the Federal Reserve's actions to reign it in. As a result, this was one of just a handful of years over the past 100 years where both stocks and bonds ended the year at a loss. It is impossible to forecast the short-term direction of the markets, but we try to identify trends and risks and manage portfolios accordingly. Moving into 2023, markets could continue to see higher levels of volatility due to ongoing geopolitical issues and the Federal Reserve's continued campaign to conquer inflation. While this could be disconcerting to many, history has shown that the best course of action in periods such as this has been to stick to a disciplined and systematic investment approach predicated upon one's current and future needs.

All PLAN of MA & RI accounts are managed with this type of mindset and will continue to be moving forward to protect and grow participant assets over the long term. As a result, participant accounts have experienced less volatility than what is reported on the nightly news. Individual performance at the beneficiary level will be dependent upon several variables, including when moneys are invested, the investment strategy assigned to the participant and the actual cash flows in and out of the portfolio.

THIRD-PARTY TRUST | WHAT ARE THE FEES?

Enrollment Fee

A one-time, non-refundable Enrollment Fee is payable to PLAN when an application form is submitted. It helps defray the costs of enrollment, such as legal and factual analysis of the individual's application; and preparation and submission of documents necessary for establishing a participant's account within the Trust (including the Instrument of Trust Assignment and the request for an IRS Tax Identification Number). There are two fee levels:

The Basic Enrollment Fee of \$600 applies when a person can independently complete and sign a legal document (such as the Trust application) on their own behalf.

The Fiduciary Enrollment Fee of \$750 applies for a person who is not able to complete and sign a legal document on their own behalf—and who requires the assistance of a Guardian, Conservator, Power of Attorney, or other fiduciary or agent.

Annual Fee

Annual fees and other fees described below will be deducted from each trust account. At all times, sufficient funds must remain in the beneficiary's account to cover fees.

Each beneficiary's annual fee is determined by applying the following scaled percentage to the assets in his/her trust account:

- 3% on the first \$500,000
- 2.25% on the next \$250,000
- 2% on the next \$250,000
- 1.75 % on the balance \$1,000,000 - \$1,499,000
- 0.75% on the balance over \$1,500,000

The annual fee covers the costs of:

- Fiduciary and administrative services
- Service coordination by licensed social workers
- Professional investment management
- Disbursements and record keeping
- Annual Reports to each participant showing all activity in their account
- Ongoing monitoring of public policies, rules, and regulations affecting Special Needs Pooled Trusts

The Minimum Annual Fee is \$500.



Special Needs Trusts

As example, the annual fees would total approximately:

- \$1,500 for an account with a balance of \$50,000
- \$3,000 for an account with a balance of \$100,000
- \$7,500 for an account with a balance of \$250,000
- \$15,000 on an account with a balance of \$500,000

Tax Preparation Fee (Annual)

Effective January, 1, 2022, there is a fee of \$225 for preparing and filing the Federal and State Fiduciary Income Tax Return and for producing a “Beneficiary Information Tax Letter” (also known as a Grantor Letter). This document is delivered to the tax participant and used for his/her personal income tax statement. The Tax Preparation Fee is subject to change.

Agency Reporting-of-Account Fee

A person who receives public benefits (SSI or Medicaid) must report their enrollment in the MARC Trust to the appropriate public agency; and the trust beneficiary should anticipate a cost for preparing and submitting this mandatory report. The beneficiary may ask their legal counsel to handle this report, and pay the counsel’s fee, or ask PLAN to handle the report—in which case a fee will be billed to their account.

Legal Action Assessments

On rare occasions, PLAN may incur costs for defending claims against the Trust or for other legal actions involving the Trust; these may include attorney fees and other costs associated with the legal action. In those circumstances—and in PLAN’s sole discretion—special fees will be billed either to all Trust accounts on a *pro rata* basis or exclusively to the individual trust account(s) affected by the legal action.

Closing Costs and Closing-Related Tax Preparation Fees

When a MARC trust beneficiary dies or an individual’s account balance falls to an amount that is insufficient to cover costs and fees, PLAN will begin to close the trust account. The low balance benchmark is \$2,000, and it reflects the costs and fees that come due at the closing of a MARC trust account. These costs and expenses will be deducted from the participant’s account and include:

- Reasonable administrative fees of \$500 for closing investment account and transferring funds into an escrow account; completion and filing of documents; communications with representatives of deceased, with third party vendors who have outstanding claims, and with relevant Medicaid agencies; preparation of final accountings and accounting to a court (where appropriate); and other actions required in connection with account closing.



- The final tax preparation fee is currently \$366. Upon the death of a trust participant, PLAN must prepare and file a Final Fiduciary Return (also known as a Form 1041). This document informs the Federal and State governments of the participant's death and the closing of the trust account.

FINAL DISTRIBUTIONS

Upon the death of a beneficiary, any funds remaining in the account are distributed as follows:

1. Any remaining funds are distributed according to the instructions of the donor as specified in the Joinder Agreement.
2. No remainder funds are retained by PLAN, unless the donor has chosen to distribute a remainder share to the organization. If the donor chooses to distribute a remainder share to PLAN, the funds will go to PLAN's Community Fund to support people with disabilities.
3. There is no requirement to repay any public benefits that the beneficiary may have received during his or her lifetime.
4. Final disbursements will be made 14 – 16 months after the date of death. This timeline allows for tax statement preparation, and the one-year statute of limitations for creditors' claims. No creditors' claims will be accepted or paid after the one-year period.

CONSIDERATIONS BEFORE ENROLLING

A Special Needs Pooled Trust is a valuable tool for supplementing public benefits and enhancing the quality of life for individuals with disabilities. At the same time, the administration of these trusts is governed by federal and state regulations, which require that:

- The Trust is **irrevocable**; once an account is established, the beneficiary cannot undo it.
- The Trust is **discretionary**; only PLAN can authorize a payment. Neither the beneficiary nor anyone acting on their behalf can require payments from an individual's account.
- The trust funds are used for the **sole benefit** of the beneficiary; the funds in the account cannot be used for gifts or for the benefit of someone else.
- Payments from the Trust are made to vendors or **third parties**. Proper documentation is required when requesting payment.
- PLAN does not have a minimum deposit for establishing a Special Needs Pooled Trust; but, for accounts with relatively low balances, the enrollment and ongoing fees may undercut the benefit of a trust account. In those cases, a spend-down of assets might be a more appropriate route for the individual.

ENROLLMENT IN SNPT THIRD PARTY | WHAT TO EXPECT

The process for creating an account generally takes approximately 2 weeks and includes the following steps:

Donor or donor's attorney submits a Third-Party Application and enrollment fee.



The PLAN Enrollment Specialist will complete a Joinder Agreement using the information provided in the application.



PLAN legal counsel reviews the Joinder Agreement.



Approved Joinder Agreement is sent to donor attorney to be signed by donor, then returned to PLAN.



The Joinder Agreement is fully executed by a member of PLAN's Board of Directors.

Immediate Funding



The donor submits check to fund the account.



PLAN submits new account paperwork and the check to the financial institution.



PLAN forwards account confirmation materials to the donor or donor's attorney.



A PLAN Service Coordinator contacts the donor and the beneficiary to set up an initial meeting and to create the Life Care Plan.

Future Funded



A PLAN Service Coordinator contacts the donor to set up an initial meeting and to create the Life Care Plan.
PLAN's Service Coordinator will have annual check-in with the beneficiary prior to funding.

Funding Event Occurs
A check is submitted to fund the account.



PLAN submits new account paperwork and the check to the financial institution.



PLAN forwards account confirmation materials to the donor or donor's attorney.



Special Needs Trusts

REMEMBER—

The decision to join the Third-Party Special Needs Pooled Trust is an important one, and it deserves informed thought.

We strongly encourage anyone interested in establishing a Third Party Trust account to consult his/her own attorney or financial advisor.

Please contact us if you have questions or need additional information as you make your decision.

WHAT FORMS DO I NEED TO COMPLETE?

Application

The application can be found on PLAN's website, <http://planofma-ri.org/>