

The Arc of Northern Virginia Family-funded and Self-funded Trusts Disbursements How Does It Work?

At each seminar and every consultation we address these questions: What happens once you fund the trust? How does the Beneficiary access his or her sub-account? Who determines how the money is spent? Actually it is quite simple. Just contact The Arc of Northern Virginia with your disbursement request. In most cases, this is all that is required. Disbursement requests should not jeopardize public benefits and be in the Beneficiary's best interest. We are committed to seeing that the Trust Beneficiary is able to access their The Arc of Northern Virginia Personal Support Trust sub-account with dignity and ease.

Here's how it works:

1. The trust is funded.
2. Within 3 weeks the trust is processed and disbursements are ready to be made.
3. The Primary Representative or Beneficiary calls, faxes, or emails us with a request. They tell us what good or service is desired, why, and at what expense.
4. An Arc of Northern Virginia Trust staff requests supporting documentation in the form of receipts, a bill, training receipts, etc.
5. The Director of Trusts determines whether the disbursement request can be honored based on multiple factors, such as the specific state and federal regulations affecting the type of disbursement requested, the balance in the sub-account, the annual targeted spending amount (if applicable).
6. The Director of Trusts, with the support of The Arc Trust staff, works directly with the Primary Representative and/or vendor of the desired goods or services to make payment. If The Arc of Northern Virginia is required to do extra work beyond the norm an additional fee may be charged.
7. The Arc Trust will make the payments and do all the reporting associated with the disbursement request. It takes about 5-7 days for the disbursement request to be processed. We then mail the check either to the vendor, which is preferred, or to the requesting Primary Representative.
8. Under no circumstances can we give cash directly to the beneficiary or deposit money into a beneficiary's bank sub-account.
9. All disbursement requests must be approved in advance.
10. The Arc Trust cannot make a reimbursement to a Primary Representative without a receipt.

We serve families and individuals in Virginia, Maryland and Washington, DC. On occasion we receive unusual and unique requests. We consider these on a case-by-case basis. Despite the complexity of the law governing the use of Special Needs Trusts, we try to keep things as simple and informal as possible.