

CWIS Documentation

Required Document	Image Category	Image Type	Naming Convention
Notarized Designation of Client Money and Property form (CF-FSP 5222)	Trust Account	Signed Notarized Designation of Client Money and Property	Name of Document
Notice of Fee Assessment and Rights of Foster Child Regarding Government Benefits form, (CF 285D)	Trust Account	Signed Notice of Fee Assessment	Name of Document and date
Social Security Application	Participant Documents	Social Security	SSI Application mmddyear SSA Application mmddyear
SSA Application denial letter	Trust Account	Denial Letter	SSI Denial mmddyear
SSA Award Letters, Continuing Disability Reviews, Rep Payee Reports and Notice of Change in Payments	Trust Account	Other	SSI Award Letter mmddyear or Notice of Change in Payment mmddyear
Fee Waiver or Change in Allowance Packet	Trust Account	Application	Fee Waiver Approved mmddyear or Change in Allowance Denied mmddyear
Master Trust Expenditure Plan (CP-FSP-5312, <i>Revised</i>)	Trust Account	Expenditure Plan	Expenditure Plan mmddyear
Master Trust Withdrawal Requests and Authorization form, (<i>New form</i>), and Receipts for purchases	Trust Account	Other	Expenditure Documentation mmddyear
Quarterly Accounting records	Trust Account	Other	Quarterly Accounting Jan-Mar2020 or Quarterly Accounting Apr-Jun2020
Application for the ABLE United account	Participant Documents	Other	ABLE United Application mmddyear
ABLE United account statements	Assets and Income	Bank Statement	ABLE United Account Statement Apr-Jun2022
Signed ABLE United Acknowledgement Form	<i>Attached to CWIS Case Note</i>	NA	<i>Attach signed form to case note documenting the outcome of conversation with required parties</i>