

Master Trust Timeframes

Form/Action	Timeframe
Notarized Designation of Client Money and Property form (CF-FSP 5222)	Within 7 calendar days of establishment of Master Trust Account
Notice of Fee Assessment and Rights of Foster Child Regarding Government Benefits form, (CF 285D)	Within 7 calendar days of establishment of Master Trust Account AND Updated with each Judicial Review
Notice of Department accepting position as Trustee	Within calendar 30 days from the execution of form CF-FSP 5222
Explanation of Master Trust Notice (<i>New</i>)	Provided to client at the time Master Trust account is established
Master Trust Expenditure Plan (CP-FSP-5312, <i>Revised</i>)	<ul style="list-style-type: none"> • Within 15 calendar days establishing Master Trust account • Within 15 calendar days of \$1500 balance • Review quarterly and update as needed
Master Trust Withdrawal Requests and Authorization form, (CF-FSP 5463, <i>New</i>) <u>Department Region approval (Circuit Community Development Administrator (CCDA))</u>	Within 10 calendar days of request IF single \$500 or total \$1000
Application for Review of Assessed Fee and Committee Findings form (CF 285E) 1. <u>Committee recommendations</u> 2. <u>Department Designee decision (Community Director)</u>	<ol style="list-style-type: none"> 1. Within 10 <u>business</u> days of receipt of request 2. Within 5 <u>business</u> days of receipt of recommendation
Accounting records	Prepared and reviewed quarterly
ABLE United Acknowledgement Form	Signed prior to establishing an ABLE United account