

PLAN of CT
Planned Lifetime Assistance Network of Connecticut, Inc.
P.O. Box 290937, Wethersfield, CT 06129
860-523-4951

Pooled Trust Checklist

Please have your attorney submit the following documents to PLAN for consideration by our Trust Committee. Documents must be received no later than the **Friday** prior to the Trust Committee meeting to be considered in that month's Trust Committee meeting. The PLAN of CT Trust Committee meets on the second Thursday of each month to approve trust documents.

1. **Subscriber Agreement** (rev 12/2016) fully executed with an attorney who is a professional member
 - a. *Initial* Option one or Option two and provide a signature on page four
 - b. Please be aware of circumstances in which Option 1 must be selected.

2. **Personal Care Plan (PCP)**
 - a. Two page version of the PCP if submitting a monthly contribution and/or are age 65 or better.
 - b. Thirteen page version of the PCP if submitting a lump sum and under age 65.

3. **Spending Plan** required by DSS
 - a. If age 65 or better and over \$400.11/monthly.
 - b. If age 65 or better and depositing a lump sum, spending plan should be according to life expectancy whether the beneficiary resides in the community or in a nursing home.

4. **Proof of Disability**
 - a. MD physician's statement form *Activities of Daily Living (ADLs) or*
 - b. Disability determination letter from Social Security *or*
 - c. SSD payment stub or proof of direct deposit *or*
 - d. Disability determination letter from the State of Connecticut
 - e. Copy of a submitted W300
 - * If under age 65 the beneficiary must be determined disabled by the Social Security Administration

5. **Power of Attorney (POA) or PLAN Designation of Agent** form
 - a. If established by a POA: POA document must **specifically** state POA has the power to *establish and fund* an irrevocable trust. Unfortunately the ability to establish a trust as POA is not covered under "all other matters".

6. If established by a conservator: **court decree** stating the conservator can *establish and fund* the trust.

7. **State Issued ID**

8. **Payment** of the \$1,050.00 trust establishment fee.

9. **Trust Acknowledgement Form**