

**Katie Beckett Unit
Center for Child and Family Health
RI Department of Human Services
Hazard Building (Bldg 74) – Lower Level, 74 West Rd.
Cranston, R.I. 02920**

**INSTRUCTIONS FOR COMPLETION OF
3 BANK ACCOUNT VERIFICATION FORMS KB DHS AP-91
FOR A CHILD WHO IS APPLYING FOR KATIE BECKETT AND
FOR ANNUAL REDETERMINATION**

RI Department of Human Services (DHS) policy requires that the three (3) attached bank account verification forms (KB DHS AP-91) be signed by a parent, legal guardian or adult representative of a minor child and returned to DHS for bank verification.

DHS will manage the bank verification process, so parents don't need to do anything other than enter the child's information and sign these forms.

All three forms must be signed and returned, even if the child does not have a bank account.

Purpose: These forms are used to verify accounts in the child's name and owned by the child. The Katie Beckett Unit will then mail these completed forms to three different, selected banks. Each bank will verify the presence or absence of an account in the child's name and social security number and return the bank account verification to the Katie Beckett Unit.

Parents and guardians should not provide their financial or bank account information.

If additional information is required for the completion of these forms, please contact your Katie Beckett Social caseworker:

If your child's last name begins with A-K please call Anne Kitowicz at 462-0760.

If your child's last name begins with L-Z please call Ann Murphy at 462-0754.

Thank you