

COURT-APPOINTED CONSERVATOR (REGULATION 16) FEE SCHEDULE

Effective 07/01/2016

Conservators who are related to the conserved person by blood or marriage are not eligible for compensation from the Probate Court Administration Fund.

FEE: \$50.00 per hour for Conservator

\$25.00 per hour for Conservator's Employees

Fees shall not exceed the maximum for each conserved person without written approval of the appointing judge.

Minimum billable amount is \$50, unless the invoice is the FINAL invoice or date of service is more than 5 months prior.

CASE MAXIMUMS

Conserved person does not reside in a nursing home, hospital or other similar facility

- \$1,000.00 maximum for the first six (6) month period of service
- \$500.00 annually after the six (6) month date

(Example: Appointed January 15th, 6 month billing period through July 14, then annual billing period beginning on July 15)

Conserved person is residing in a nursing home, hospital or other similar facility

- \$500.00 maximum for the first six (6) month period of service
- \$250.00 annually after the six (6) month date

(Example: Appointed January 15th, 6 month billing period through July 14, then annual billing period beginning on July 15)

Conserved person has diagnosis of Psychiatric Disability

- \$1,000.00 maximum for the first six (6) month period of service
- \$1,000.00 annually after the six (6) month date

(Example: Appointed January 15th, 6 month billing period through July 14, then annual billing period beginning on July 15)

COMPENSABLE ACTIVITIES

Time incurred on the following activities is compensable if within the duties assigned by the court:

- Making decisions about medical and personal care
- Arranging and supervising services
- Arranging procurement of necessities such as food and medication
- Meeting and communicating with the person under conservatorship and third parties, in connection with making decisions and arranging and supervising services
- Obtaining public assistance and benefits
- Managing mail
- Preparing for and attending hearings and conferences in Probate Court, including the preparation of petitions, motions and annual reports
- Managing records
- Handling emergency situations and
- If appointed as Conservator of the Estate:
 - Applying for Medicaid and executing a spend-down plan
 - Managing income and assets
 - Paying bills
 - Banking
 - Reconciling bank statements
 - Bookkeeping
 - Preparing financial reports and accounts
 - Preparing Tax Returns

A Conservator of Estate is not eligible for compensation if the conserved person is on Title XIX and resides in a nursing home or if a person other than the conservator is available to manage the conserved person's finances as a representative payee.

No Compensation is paid for the following activities:

- Shopping
- Delivering goods
- Delivering a cash allowance, unless there is no other practical alternative
- Travelling to the bank to make deposits of regular income sources for which direct deposit is available
- Providing transportation

- Providing companionship
- Acting as attorney for the person under conservatorship
- Performing home maintenance and improvement activities
- Moving furniture and possessions, except as necessary to safeguard items of significant value
- Caring for pets, except that the conservator may arrange for care on a temporary basis if the person under conservatorship is unable
- Timekeeping and billing activities, including preparation of invoices, requests for approval and task statements and attendance at hearings concerning conservator fees
- Activities of a purely secretarial nature, including typing, photocopying, mailing, faxing and filing

For further details, see Regulation 16

1. **COMPLETING AN INVOICE:** All invoices must include the following:
 - A. SIX MONTH RULE: All INVOICES must be submitted to the Probate Court within six months from the date services are rendered. Invoices received at the Probate Court beyond six months will be disallowed.
 - B. Submit services on an Invoice for Services As Conservator (Regulation 16) available at <http://www.ctprobate.gov/Forms/Conservator Invoice Reg16 7.2016.pdf> or include required Court-appointment case details on your own invoice (i.e. Conservator of Person/Estate/Both), conserved person's name, date of appointment, location (facility or community), Title XIX and psychiatric disability status.
 - C. Payee's name, address and tax identification number or State of CT Vendor number (number must correspond with Payee's name). All legal fees are reportable to the IRS so make sure you use the correct Payee's name (firm or attorney)
 - D. Invoice number - which must be unique on every invoice.
 - E. Name of matter and/or respondent's name; type of matter; and Probate Court.
 - F. A breakdown of time must be itemized and must include dates, amount of time in 0.10 hour increments, person performing services and a brief description of services rendered. Each matter must be submitted for payment chronologically, by date of services rendered.
 - G. Court-appointed attorney fees and court-appointed conservator fees are paid at different rates and should be billed on separate invoices.

THE PROBATE ADMINISTRATION FUND DOES NOT PROVIDE PAYMENT FOR THE FOLLOWING:

- Out of pocket expenses (i.e. mileage, phone calls, copying, depositions, subpoenas, etc.)
2. **SUBMITTING AN INVOICE FOR PAYMENT:** All invoices must be submitted to the appointing Probate Court. After the judge reviews and certifies the invoice it will then be sent to Probate Administration for payment. Matters that exceed the appropriate case limit should have an **approved** Request to Exceed, signed by the judge, attached to the invoice before being submitted to Probate Administration.
 3. **PAYMENT:** The state allows 45 days from the date received at Probate Administration to pay an invoice.
 4. **INQUIRIES:** Payment/vendor information can be viewed at <http://www.osc.ct.gov/apd/vss/index.html>. Questions about completing forms and allowable services: call Probate Administration (860) 231-2442.