

Patient Private Property Account; (PPP Account) funds of deceased clients	POLICY NO:	
	Issue Date:	February 2011 Revised 2020, September 2021, Sept 2023
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Title of Policy PPP funds of deceased Residents:	
Description of the Policy: This Policy has been developed for the staff in The Village Residence only	
Ratification Details: Immediate implementation	
Developed by: Administrator, Person in Charge and Clinical Nurse Manager's.	Date Developed: Sept 2023.
Developed By: Nursing Department and Administration Staff.	Date Approved: February 2011 Sept 2023.
Implementation Date: February 2011	Review Date: September 2026
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PPP funds of deceased clients

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Probate Procedures

How PPP funds of Deceased Clients are dealt with

When a client for whom the HSE administers a PPP account dies, the HSE must arrange for the transfer of those funds to the Legal Personal Representative (LPR) of the deceased. The HSE's obligation is to identify the LPR and to pass all PPP funds to that person so that they may distribute the estate of the deceased as per law.

The HSE does not decide who is entitled to inherit the funds of the deceased, nor will we attempt to split payments between families. This is a matter entirely for the Legal Personal Representative.

What happens to a client's PPP funds should they pass away?

On the death of a client for whom the HSE administers a PPP account, staff at the Care Centre where the deceased resided will:

- Identify from available records who is the most likely LPR of the deceased and contact that person in writing to confirm their status;
- On establishing who is appropriate and willing to act as the LPR, advise that person of the HSE's requirements before funds can be released in that case and forward relevant details and forms to that person for completion;
- On receipt of fully and properly completed documents, arrange for the transfer of PPP funds to the LPR of the deceased.

A Grant of Probate or Grant of Administration is normally required to facilitate the release of a deceased client's PPP funds. However, in certain circumstances the satisfactory completion of the Statutory Declaration and Deed of Indemnity Form with supporting documentation will suffice to allow the release of funds. We recommend that you discuss the requirements in individual cases with staff at the deceased client's Care Centre before submitting a formal claim to act as LPR.

In cases where the HSE has evidence of a dispute among family members or where there are concerns over the right of a person seeking to act as the LPR, the HSE reserves the right to require the production of a Grant of Representation in any case.

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Statutory Declaration and Deed of Indemnity Form

This is a legal document which is completed and signed by the LPR confirming that they have taken responsibility for distributing the estate of the deceased as per law and indemnifying the HSE from any claims from third parties over claims on the estate of the deceased. Any person acting as LPR is required to complete and return this form, with attached supporting information, before any PPP funds will be transferred to them.

This is an important legal document. It is imperative that anyone seeking to act as LPR satisfies themselves that they are the person(s) most entitled to do so and that they fulfil the requirements listed before submitting this form.

You must ensure that you understand its implications before signing it and you should consider whether you need to obtain independent legal advice to assist you to understand it prior to signing.

Download a copy of the Statutory Declaration and Deed of Indemnity Form

Whom Should I contact if I have a Query?

Specific Queries relating to Individual Cases

If you have a query about the PPP funds of an individual deceased client you should contact relevant staff at the deceased client's Care Centre who will assist you with your query.

General Queries on HSE PPP Probate Procedures

If you have a general query on HSE procedures around the transfer of deceased clients' PPP funds you should contact:

Ultan Hynes

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