

Charles A. Hibner, Administrator
Office of Payment Accuracy and Recovery

Authorized Signature

Number: OPAR-IM-10-015
Issue Date: 10/15/2010

Topic: Other

Subject: Updated Estate Recovery Program Brochure

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input checked="" type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input checked="" type="checkbox"/> | Children, Adults and Families | <input checked="" type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input checked="" type="checkbox"/> | Other (please specify): DMAP |

Message:

Update of Estate Recovery Program Brochure

The Estate Administration Unit of the Office of Payment Accuracy and Recovery has updated its brochure about the Estate Administration Program (DHS Form 9093). The brochure uses a question and answer format, and briefly discusses and explains the Estate Recovery Program.

Who Should Receive the Brochure

The brochure is primarily for the client at intake, but can also be provided at redeterminations. It is also appropriate to share with family or authorized representatives of the client.

Narrate When Brochure is Given

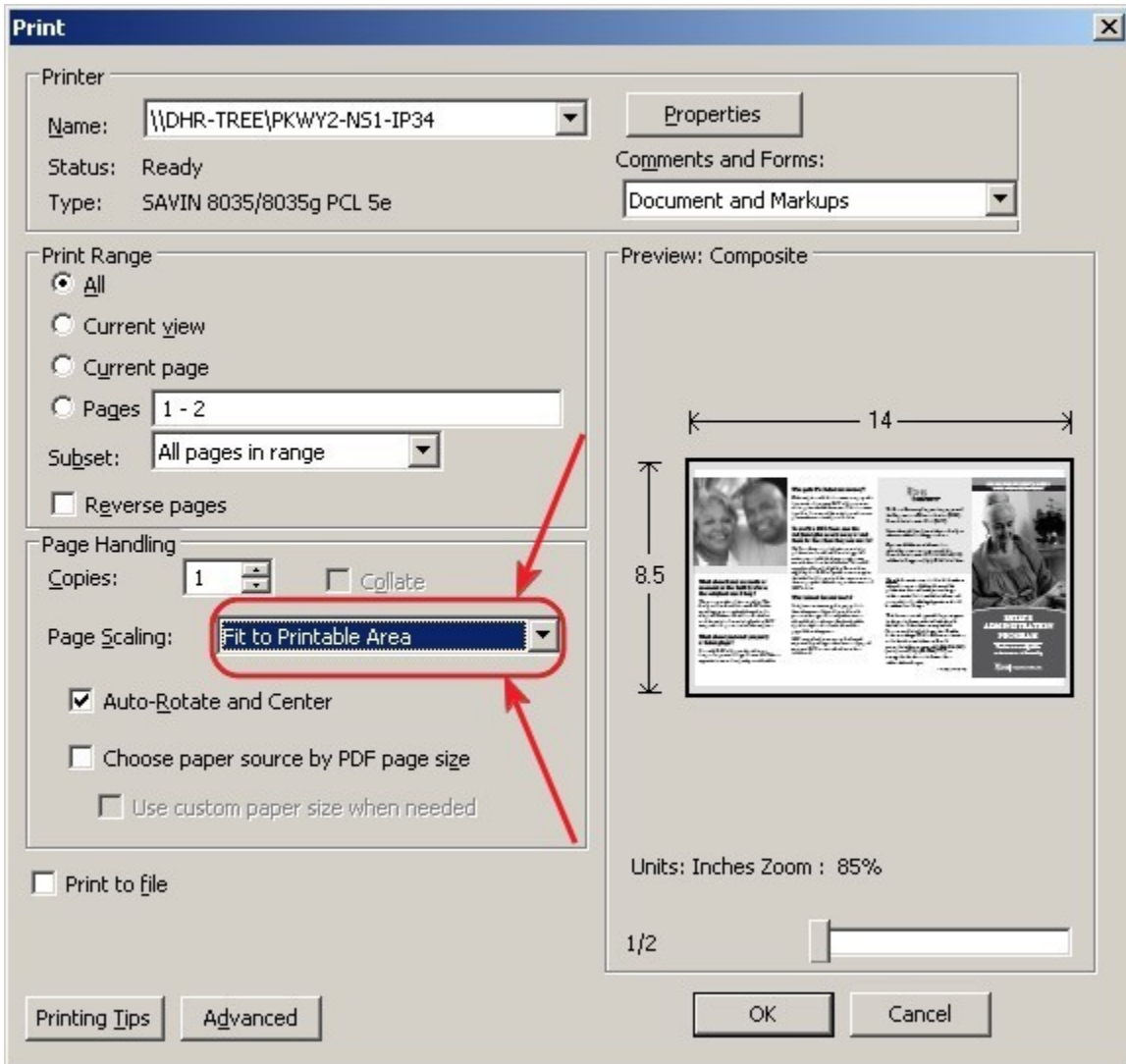
Staff is strongly encouraged to narrate to whom and when they hand out the brochure. This is very helpful when DHS receives complaints that a client was not informed about the Estate Recovery Program.

Availability and Languages of Brochure

20,000 copies of the English language brochure should be ready for distribution on October 22, 2010. The designated individual in your office may request the printed version of the English language brochure through the DHS Forms Distribution Center ([SPD Support Staff Assistance Manual VIII.A Ordering Forms](#)).

The brochure is also available as a PDF file in [English](#) or [Spanish](#). Download the PDF

version from the forms server. The electronic versions (PDF) of the brochure do not fit on 8.5" x 14" paper. When printing the PDF version select "Fit to Printable Area" in the Adobe Reader Print Dialog box.



Prior Versions are Obsolete

Please discard any previous versions of the Estate Administration Program brochure.

If you have any questions about this information, contact:

Contact(s):	Rick Mills, Policy Analyst, OPAR		
Phone:	503-378-3289	Fax:	503-378-3207
E-mail:	rick.mills@state.or.us		