

# Information Memorandum Transmittal Office of Child Welfare Programs



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Practice & Program

**Number:** CW-IM-20-007

**Authorized Signature**

**Issue Date:** 09/09/2020

**Subject:** Changes to DOJ Invoice Payment Process

**Applies to (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees                     | <input type="checkbox"/> County Mental Health Directors                          |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services   |
| <input type="checkbox"/> Aging and People with Disabilities    | <input type="checkbox"/> Office of Developmental<br>Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs             | <input type="checkbox"/> ODDS Children's Intensive In<br>Home Services           |
| <input type="checkbox"/> County DD program managers            | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                    |
| <input type="checkbox"/> Support Service Brokerage Directors   | <input type="checkbox"/> Other ( <i>please specify</i> ):                        |
| <input type="checkbox"/> ODDS Children's Residential Services  |  |
| <input checked="" type="checkbox"/> Child Welfare Programs     |  |

**Message:**

Department of Justice (DOJ) forwards invoices to Child Welfare for payment of services by providers and vendors DOJ engages on our behalf in relation to our court-involved cases. As of Monday, September 7<sup>th</sup>, 2020 the following changes will be made to the process of paying invoices:

- ❖ When forwarding invoices to local Child Welfare offices, DOJ will use the dedicated email boxes specified by each office.
- ❖ DOJ will standardize their invoice approval stamp and will add an approval by a supervising attorney when the invoice exceeds \$1500.
- ❖ DOJ will send Expert Witness related invoices for prejurisdiction cases directly to the central office email box: [DOJ.Invoices@dhsosha.state.or.us](mailto:DOJ.Invoices@dhsosha.state.or.us)

Other aspects of the payment process will remain the same.

*If you have any questions about this information, please contact:*

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