

Carolyn Ross, Program Manager  
Food Stamps and Medicaid

Authorized Signature

Number: SS-AR-04-008

Issue Date: 11/24/2004

Topic: Medical Benefits

Subject: OHP only cases that need to be transferred

**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): CAF SS and SPD transmittal groups. |

**Action Required:** A list of OHP cases will be faxed to each branch. The name of the report is "OHP-Only Cases in Non-5503 branches, No Companion Case Found". The report lists the branch and worker of OHP only cases. It also lists if the case has a medically eligible client age 60 or older.

Each branch should review the cases on the report and transfer as needed. OHP only cases should be at the Statewide Processing Center (5503) unless there is a medically eligible adult age 60 or above on the case. If there is a medically eligible adult age 60 or above the case should be at the appropriate SPD/AAA field office. Please do not send case records unless requested later by the receiving branch.

**CAF SS and SPD/AAA branches** should transfer OHP only cases to the Statewide Processing Center (5503) when:

- There is no medically eligible client age 60 or older.
- No application for any program is pending.
- There is no companion case or if there was a companion case, it closed at least 30 days ago.

**CAF SS branches** should transfer to the appropriate SPD/AAA field office when:

- There is a medically eligible client age 60 or older.
- No application for any program is pending.
- There is no companion case or if there was a companion case, it closed at least 30 days ago.

A zip code directory for CAF, SPD and AAA local field offices is available at <http://www.dhs.state.or.us/tools/>

**Questions?**

For CAF SS: Joyce Clarkson 503 945-6106 [joyce.clarkson@state.or.us](mailto:joyce.clarkson@state.or.us)  
Michelle Marks 503 947-5129 [michelle.marks@state.or.us](mailto:michelle.marks@state.or.us)  
Michael Avery 503 945-6072 [michael.avery@state.or.us](mailto:michael.avery@state.or.us)

For SPD: Jennifer DeJong 503 945-5856 [jennifer.dejong@state.or.us](mailto:jennifer.dejong@state.or.us)  
Dale Marande 503 945-6476 [dale.marande@state.or.us](mailto:dale.marande@state.or.us)

**Reason for Action:** Customer service, staffing considerations.

**Field/Stakeholder review:**  Yes  No

**If yes, reviewed by:** SPD Operations Committee

*If you have any questions about this action request, contact:*

<b>Contact(s):</b>	Listed above.		
<b>Phone:</b>		<b>Fax:</b>	
<b>E-mail:</b>			