

Janet Dornhecker  
Authorized Signature

**Number:** SS-IM-08-030  
**Issue Date:** 09/26/2008

**Topic:** Forms

**Subject:** DHS 7816 - State Family Pre-SSI/SSDI Self Referral; and the State Family Pre-SSI/SSDI Brochure

**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                   | <input type="checkbox"/> Health Services                      |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers               | <input type="checkbox"/> Other (please specify):              |

**Message:**

**The State Family Pre-SSI/SSDI (SFPSS)** program has developed a self-referral (DHS 7816) form to allow clients to make a referral to the program. The form includes submittal instructions for clients and instruction for DHS staff in the event they receive a referral form. The DHS 7816 is available in alternate formats as well as in several different languages to include Spanish, Russian, Vietnamese, and Somali. These forms are available online. SFPSS staff will download, print and make copies available in local DHS Self-Sufficiency office.

**The SFPSS** program brochure has or will be arriving soon at your local DHS office. The brochure provides clients information about the program and includes a quick self-referral form. If you receive one of the “brochure” self-referrals the process is the same as for the DHS 7816 form. Clients should not be required to fill out the DHS 7816 if they are or have submitted the self-referral from the SFPSS program brochure.

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

<b>Contact(s):</b>	Patrick J. Ring		
<b>Phone:</b>	(503) 945-7006	<b>Fax:</b>	
<b>E-mail:</b>	<a href="mailto:Patrick.j.ring@state.or.us">Patrick.j.ring@state.or.us</a>		