

Monte Burke, Program Integrity Manager

Authorized Signature
Number: SS-IM-09-013

Issue Date: 02/20/2009

Topic: Child Care

Subject: Delayed Billing Forms

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:

Child care billing forms scheduled to be mailed February 9, 10, and 11 were delayed due to a DAS distribution error. As of February 18, 2009 all delayed billing forms have been issued. If you receive a call from a parent or provider regarding a late or delayed billing form, please have them contact the Direct Pay Unit at 1-800-699-9074.

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

|                    |                          |             |              |
|--------------------|--------------------------|-------------|--------------|
| <b>Contact(s):</b> | Cassie Day               |             |              |
| <b>Phone:</b>      | 503-945-5729             | <b>Fax:</b> | 503-373-7032 |
| <b>E-mail:</b>     | Cassie.a.day@state.or.us |             |              |