

**Select originating cluster**

**Policy Transmittal**

Lily Sehon

**Authorized Signature**

**Number:** SS-PT-08-039

**Issue Date:** 12/15/2008

**Topic:** Cash Payments

**Transmitting (check the box that best applies):**

- New Policy   
  Policy Change   
  Policy Clarification   
  Executive Letter  
 Administrative Rule   
  Manual Update   
  Other: \_\_\_\_\_

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

- All DHS employees                     
  County Mental Health Directors  
 Area Agencies on Aging               
  Health Services  
 Children, Adults and Families       
  Seniors and People with Disabilities  
 County DD Program Managers       
  Other (please specify):

Policy/Rule Title:	Removing Disqualifications and Effect on Benefits		
Policy/Rule Number(s):	461-130-0335	Release No:	
Effective Date:	January 1, 2009	Expiration:	
References:			
Web Address:			

**Discussion/Interpretation:**

This rule has been amended to help clarify and align it with State statutes.

The rule amends the language "...must be assigned a **two week** cooperation period..." to read "...must be a cooperation period of **two consecutive** weeks." According to statute, the cooperation period is two consecutive weeks. This change aligns the rule with the intent of the statute.

The rule was also amended to clarify that individuals agreeing to cooperate must agree to the current case plan or complete a new or revised version. Regardless of when during a month the individual contacts a representative of the department and agrees to cooperate, they must complete two consecutive weeks before the grant will be restored.

An amendment was also made regarding ending a disqualification. “For a client who becomes exempt (that is exempt from disqualification), the disqualification ends on the first day of the month in which the client informs the Department **or the Department becomes aware** of the facts that justify the change.” The new (in bold) language was added to benefit individuals where the department knew of factors that would exempt a person and requires the department to end the disqualification. Example: The case manager discovers that a client has given birth. The client is exempt from JOBS disqualification for either 4 or 6 months depending on the age of the client.

**Implementation/Transition Instructions:**

**Training/Communication Plan:**

The changes are being incorporated into existing training for self-sufficiency staff.

**Local/Branch Action Required:**

Review and discuss rule with staff.

**Central Office Action Required:**

**Field/Stakeholder review:**     Yes     No

**If yes, reviewed by:** Self-Sufficiency Rules Advisory Committee

**Filing Instructions:**

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

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