

Barbara Hopkins, CAF Self-Sufficiency Programs
Authorized Signature

Number: SS-PT-09-019
Issue Date: 06/15/2009

Topic: CAF Self-Sufficiency Programs Family Services Manual Advance Copy
(including some Seniors and People with Disabilities programs)

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):

<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): All users of the Family Services Manual

Policy/Rule Title:	Various (see Discussion below)		
Policy/Rule Number(s):	DHS Family Services Manual	Release No:	FSML- 54
Effective Date:	July 1, 2009	Expiration:	N/A
References:			
Web Address:			

Discussion/Interpretation:

Release #54

Changes were made to the following sections:

TANF

Added information and guidance around use of alternative identity in domestic violence situation. Requires pre-approval by manager and authorization to access coding procedure. (TF-k)

Food Stamps

An Electronic application is signed once the client types their name and clicks on the submit button. (FS-b.4)

The filing date for an electronic application is the date the application is received by the department (FS-b.5)

Medical Assistance Programs

Payment of citizenship/identity documentation is extended. This will be reviewed annually. (MA-d.5)

Annual Expected Family Contribution (EFC)update. (MA-e.8)

Generic Programs

Added information and guidance on use of Alternative Identity in Domestic Violence situations. Requires management approval for use and contact with central office to release procedure on how to code Alternative Identity in CMS and FSMS. (GP-b)

A new section, E.6., is being added to set out the requirements and procedures that apply to the retention of regular and expedited hearing files. (GP-e)

Multiple Program Worker Guides

Updated the reduction from \$7 to \$13.50 for residential phone service, and removed the list of telephone companies that participate. An up to date list can be found on the OTAP application. (MPWG-#10)

Moved Out of State - No notice is required when a FS household moves out of state. (MPWG-#20)

Implementation/Transition Instructions:

Training/Communication Plan:

Review policy changes with branch staff.

Local/Branch Action Required:

Review policy changes with branch staff.

Central Office Action Required:

None.

Field/Stakeholder review: Yes No

If yes, reviewed by:

Filing Instructions: The filing instructions will be available with July’s DHS Family Services Manual release.

If you have any questions about a policy, contact:

Contact(s):	If you have any questions about a policy, see Introduction C, Contact List , located in this manual for a list of program contacts. If you have questions about the filing instructions, please contact Barbara Hopkins at the number/email address below.	
Phone:	503-945-6174	Fax:
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