

Robert Trachtenberg, Hearings and Rules
 Administrator

Authorized Signature

Number: SS-PT-12-023

Issue Date: 09/14/2012

Topic: Office of Self Sufficiency Programs Family Services Manual **Advance Copy**
 (including some Aged 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 DD Program Managers |
| <input checked="" type="checkbox"/> Aged and People with Disabilities | <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"/> Other (please specify): All users of the Family Services Manual |

Policy/Rule Title:	Various (see Discussion below)		
Policy/Rule Number(s):		Release No:	FSML 67
Effective Date:	October 1, 2012	Expiration:	N/A
References:			
Web Address:			

Discussion/Interpretation:

Release #67

Changes were made to the following sections:

- Introduction
- Employment and Self-Sufficiency Services
- TANF-Related Programs:
 - SFPSS
 - SNAP
 - Child Care Assistance
 - Medical Assistance Programs
 - Noncitizens
 - Child Support Program

Counting Client Assets
Issuing and Restoring Benefits
Generic Program Information
Multiple Program Worker Guides

Manual statements are included for the following sections:

Child Care Assistance

Listing Child Care Providers for Payment; #2 was updated to explain that listing forms need to be submitted timely to begin the background check process. This is necessary for child safety. Timelines were also added: The parent needs to give the listing form to the provider immediately and the provider needs to complete and return it to DPU within 30 calendar days. This coincides with changes to OAR 461-165-0180 that require the provider to submit the listing form within 30 calendar days from the date it was issued to the client. (CCWG#3 & CCWG#7)

SNAP

Removed the requirement to complete the MSC 284A when restoring retroactive payments and an overpayment exists. Clarified that only a copy of the DHS 362 is required to be sent to ORU when an overpayment exists and the retroactive payment is to be credited to the overpayment. (SNAP-g.16)

Counting Client Assets

Added VRAP (Veterans Retraining Assistance Program) as a program under the Montgomery GI Bill. (CA-b.24)

Issuing and Restoring Benefits

Clarified that a copy of the DHS 362 is required to be sent to ORU when an overpayment exists and the retroactive payment needs to be credited to the overpayment. (IB-b.2)

Generic Program Information

Removed the requirement to complete the MSC 284A when restoring lost benefits and an overpayment exists. Clarified that only the DHS 362 is required to be sent to ORU when an overpayment exists and the retroactive benefits need to be credited to the overpayment. (GP-c.9)

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 January's DHS Family Services Manual release.

If you have any questions about this policy, contact:

Contact(s):	If you have any questions about this policy, see Introduction C, Contact List , in the Family Services 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:	503-373-7032
Email:	Barbara.r.hopkins@state.or.us		