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Services for Self Sufficiency and Child Welfare

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Authorized Signature

Number: SS-PT-12-024

Issue Date: 09/14/2012

Topic: Office of Self Sufficiency Programs Field Business Procedure Manual
Advance Copy (including some Aging 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):

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

Policy/rule title:	Oregon Trail Cards Negotiable Items Revolving Fund Checks		
Policy/rule number(s):		Release no:	FBPM-2
Effective date:	October 1, 2012	Expiration:	
References:	Field Business Procedures Manual Support Staff Assistance Manual		
Web Address:	Field Business Procedures Manual - http://insidextra.dhs.state.or.us/caf/FieldBusinessProcedures/ Support Staff Assistance Manual – http://www.dhs.state.or.us/spd/tools/additional/ssam/index.htm		

Discussion/interpretation: Three chapters of the Field Business Procedures Manual (FBPM) have been revised:

- B. Oregon Trail Card;
- D. Revolving Fund Checks; and
- G. Negotiable Items.

Forms used to record bulk stock and issuances of individual items have been revised; and a log to record destruction of Oregon Trail Cards is being developed.

FBPM Chapter Revisions

[B. Oregon Trail Cards](#) – This chapter has been revised to include three additional sections: Confirming Client or Alternate Payee Identity, Destruction of Oregon Trail Cards and Narration, and minor changes to the Replacing Lost, Stolen or Damaged Cards section.

- [Confirming Client or Alternate Payee Identity](#) – outlines what is considered acceptable documentation when confirming identity and when manager approval is needed prior to issuing a new or replacement Oregon Trail Card;
- [Destruction of Oregon Trail Cards](#) – added as a result of an audit and agreed upon corrective action. Outlines the procedure for handling and destruction of Oregon Trail Cards returned to a branch or the Centralized EBT Card Replacement Unit;
- [Narration](#) – describes the minimum narration requirements when issuing a new or replacement Oregon Trail Card;
- [Replacing Lost, Stolen or Damaged Cards](#) – revised to include the steps the Centralized EBT Card Unit will take when notified by a client a replacement card is needed.

[D. Revolving Fund Checks](#) – This chapter has been revised to include policy clarifications and two additional sections: Confirming Client or Alternate Payee Identity and Narration.

- [Policy Clarification](#) – clarifies that Revolving Fund Checks cannot be used to issue Child Welfare program payments. Reiterates Revolving Fund checks should only be issued for emergent needs;
- [Confirming Client or Alternate Payee Identity](#) – outlines what is considered acceptable documentation when confirming identity and when manager approval is needed prior to issuing a Revolving Fund check;
- [Narration](#) – describes the minimum narration requirements when issuing a Revolving Fund Check.

[G. Negotiable Items](#) – This chapter has been revised to include two additional sections: Confirming Client or Alternate Payee Identity and Narration.

- [Confirming Client or Alternate Payee Identity](#) – outlines what is considered acceptable documentation when confirming identity and when manager approval is needed prior to issuing a Negotiable item;
- [Narration](#) – describes the minimum narration requirements when issuing a Negotiable Item.

Forms – The following forms have been, or are in the process of being, revised:

[Stock Control Log \(MSC 249\)](#) – minor revisions include adding the OHA logo, changing column headings and updating the instructions on page 2.

Oregon Trail Card Issuance Log (DHS 248) – revisions will include reducing the number of card lines per page to 10 and moving the *ID Type and Number* under the *Payee Name*.

Oregon Trail Card Destruction Log ([DHS 248A](#)) – this form has been developed to record the destruction of Oregon Trail Cards returned to a branch office or the Centralized EBT Card Replacement Unit.

Negotiable Item Issuance Log ([MSC 5512](#)) – revisions include adding the OHA logo, changing the form name from *Daily Issuance Log* to *Negotiable Item Issuance Log*, and adding a space to record the denomination of the Negotiable Items.

Revolving Fund Check Issuance Log ([MSC 249A](#)) – revisions include changing the form name from *Revolving Fund Check Stock Control Log & Meter Readings* to *Revolving Fund Check Issuance Log*, adding columns to record the Payee Name and Amount of Check, changing other column headings and adding lines to record the manager name and manager signature as required by [DHS 040-011-01-Control Over Check-signing Machine Use](#).

Implementation/transition instructions: Beginning October 1, 2012, when issuing Oregon Trail Cards, Negotiable Items and Revolving Fund checks, follow and use the created/revised policies and forms.

Training/communication plan: Manager review of the policies and forms with staff.

Local/branch action required: Follow the revised policies and use the revised forms when issuing or destroying Oregon Trail Cards or issuing Negotiable Items or Revolving Fund Checks.

Central office action required:

1. Revise Field Business Procedures Manual policies.
2. Create and revise forms for control and issuance of Oregon Trail Cards, Negotiable Items and Revolving Fund Checks.
3. Write and distribute Policy Transmittal.

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing Instructions: N/A

If you have any questions about this policy, contact:

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