DHS Oregon Department of Human Services

Seniors and People with Disabilities

Action Request Transmittal

Patricia Baxter
Authorized Signature

Number: SPD-AR-12-004
Issue Date: 1/20/2012

Topic: Long Term Care

Due Date:

Subject: Unemployment Insurance Claim Process for Homecare Workers

Applies to (check all that apply):

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

Action Required: Beginning February 1, 2012, local office APD/AAA are no longer required to complete unemployment insurance claim forms for homecare workers ("Request for Separation Information 220 LW or 220 Seps"). Previously, local offices were asked to complete the forms and fax them to the Oregon Employment Department with a copy to the Homecare Worker Unemployment Insurance Specialist with the In-Home Services Unit at Central Office. Instead of completing the forms, Local APD/AAA offices are now directed to scan and send the original forms to the HCW UICLAIMS mailbox on Outlook or to hcw.uiclaims@state.or.us as soon as they are received in the local office, as the forms are time sensitive documents. Once received in the mailbox, the sender will receive a notification that the form was received. At that point, the local office no longer needs to retain the form.

Reason for Action: Centralization of all homecare worker unemployment insurance claims will reduce local APD/AAA workload and establish standardization of the completion of the forms.

Field/Stakeholder review: [x] Yes   [ ] No

    If yes, reviewed by: Policy Committee; Operations Committee

If you have any questions about this action request, contact:

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