

# Information Memorandum Transmittal Aging and People with Disabilities



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**Number:** APD-IM-20-138  
**Issue date:** 12/16/2020

**Topic:** Licensing

**Due date:**

**Subject:** APD Adult Foster Home Online Payment Website is Available

**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: Type B     | <input type="checkbox"/> Health Services                                      |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs                     | <input type="checkbox"/> ODDS Children's Intensive In Home Services           |
| <input type="checkbox"/> County DD program managers                    | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                 |
| <input type="checkbox"/> Support Service Brokerage Directors           | <input type="checkbox"/> Other ( <i>please specify</i> ):                     |
| <input type="checkbox"/> ODDS Children's Residential Services          |   |
| <input type="checkbox"/> Child Welfare Programs                        |   |

**Message:** Adult foster home (AFH) licensees/administrators are now able to make payment for program license fees online and do not need bring payments into the local office. The link is:

<https://appengine.egov.com/apps/or/dhsoha/AdultFosterHome/LicenseFeePayment>

Local office management can view these payments in the Aging and People with Disabilities Receipting System (APDRS), three business days after payment has processed. The APD Receipting Solution Intake Report (APD-1152) in OBI will display the payment information from this payment site. These payments will show under branch 5515 in both OBI and APDRS.

The local licensing authorities should contact an AFH's licensee or administrator to request they make payment using the credit card site and allow enough time to verify a provider has paid the necessary licensing fees before returning an application due to non-payment. Payments typically show up in OBI and APDRS within three to five business days after the provider has made payment.

This payment site is only applicable to Adult Foster Homes licensed directly by a local APD office or a Type B Area Agency on Aging. Adult Care Homes licensed by

Multnomah County, AFHs licensed by the Intellectual/Developmental Disability program, or the Mental Health Program cannot make licensing payments through this payment site.

There will be an announcement made regarding this payment site to adult foster home providers through a provider alert that will be issued today.

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

Contact(s):	
Phone:	Fax:
Email: AFH.PaymentSite@dhsosha.state.or.us	