

Aging and People with Disabilities

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Number: APD-IM-17-045
Issue date: 5/17/2017

Topic: Long Term Care

Subject: Discontinuance of Recurring Payment Option

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"/> 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"/> ODDS Children’s Residential Services | <input type="checkbox"/> Other <i>(please specify)</i> : |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

Recurring debit or credit card payments previously authorized on the DHS 135A form for In-Home pay-ins, Program of All-Inclusive Care for the Elderly (PACE) participant fees, and Employed Persons with Disabilities (EPD) participant fees, will end on June 30, 2017. **Effective immediately, staff should no longer offer the recurring payment option to individuals.**

A letter explaining this change (a copy is provided at the end of this Information Memorandum) will be mailed out to individuals that currently participate or have recently participated in this option.

EPD and PACE individuals with a participant fee still have the option to pay online at: <https://apps.oregon.gov/ECommerce/DHSOHA/EPS/> . In-home individuals with a pay-in now have the ability to pay online per [APD-IM-17-041](#).

Individuals may make their monthly payments by mail or in a local APD/AAA office if they do not wish to utilize the online payment option.

Staff must purge any copies of the DHS0135A form from the individual’s file to conform to DHS policy.

If you have any questions about this information, contact:

Contact(s):	Christine Maciel - Medicaid APD LTC Systems Policy Analyst Mat Rapoza - Medicaid APD LTC Systems Policy Analyst		
Phone:	(541) 471-3830 Christine (503) 945-6985 Mat	Fax:	
Email:	CHRISTINE.C.MACIEL@dhsoha.state.or.us MATHEW.G.RAPOZA@dhsoha.state.or.us		

Name

Address

City, State, Zip

Our records show you are paying or have recently paid your monthly pay-in or participant fee by recurring automatic withdrawal which was set up through our Office of Financial Services.

This letter is to let you know we are ending this service as of June 30, 2017. Starting July 1, 2017, we will no longer automatically withdraw funds from your debit or credit card each month to collect your pay-in or participant fee.

We want you to know there are other ways to pay, including sending your payment by mail, paying in person at your local APD office, or by using the DHS/OHA online payment center. Payments by debit or credit card are accepted and the process is very easy to use. Here is the link to the DHS/OHA Electronic Payment System website:

<https://apps.oregon.gov/ECommerce/DHSOHA/EPS/>

Once you have accessed the DHS/OHA online payment center, you can click on the box that describes your program, such as EPD, PACE or In-Home Services. You will be directed through the steps to make a debit or credit card payment, and there is a toll-free number to call if you need assistance. You can also contact your case worker for help.

The online payment center is available 24 hours per day, and payments are confirmed immediately.

We apologize for the inconvenience. Please contact your case worker if you have any questions.

Thank you,

Aging and People with Disabilities