

Case information				
Branch: Enter your branch number	Worker ID: Enter your load code	Program: 2/82/E2/P2/M5		
Case number: Enter UCMS case number	Prime number (<i>APD only</i>) Leave Blank	Case name: Enter the Survivors name.		
Cash payment information				
Payment amount: See Below	Pay reason code: See Below	Begin date: See Below	End date: See Below	Activity code: (<i>TANF/JOBS only</i>): See Below
Payment type: <input type="checkbox"/> Special cash pay <input type="checkbox"/> Revolving fund (RF) check <input type="checkbox"/> EBT immediate issuance RF check number: <u>See Below</u>				
Payee type: <input type="checkbox"/> Client <input type="checkbox"/> All other payees (" <i>for</i> ") <input type="checkbox"/> Dual payee (" <i>and</i> ") <input type="checkbox"/> Guardian (" <i>Gnd</i> ") <input type="checkbox"/> Representative payee (" <i>Rep</i> ")				
Payee name: See Below	SSN/EIN/provider number: See Below			
Mailing address: See Below	City:	State:	ZIP code:	
Explanation of need				
<p>Under Payment Amount: You will enter how much of the TADVS grant is available for use.</p> <p>Under Pay Reason Code: You will enter 22 or 2M or 2N</p> <p>Under Begin and End Date: You will enter "Todays Date"</p> <p>Under Activity Code: If there is a PDP Step open, you will add that *Not Mandatory to fill in*</p> <p>Under Payment Type: We need to notate this is a CTM Air Travel</p> <p>Under Payee Name: Corporate Travel Management or CTM</p> <p>Under SSN/EIN: Leave Blank</p> <p>Under Mailing address: You can enter Online Booking</p> <p>In this section Explanation of Need: The worker needs to have:</p> <p>Add the names of all passengers based off of their Oregon or Government issued ID (with picture). For children traveling write their names shown on their Birth Certificates.</p> <p>Date of birth for all flying.</p> <p>Destination of where they are heading (one-way).</p> <p>Preferred Dates of Departure.</p> <p>Phone/cell number.</p> <p>How much of the TA-DVS grant is available,</p> <p>Workers email address for the itineraries.</p>				
Requested by				

Print name:	Signature:	Date:
Authorized by		
Print name:	Signature:	Date:
Entered/issued by		
Print name:	Signature:	Date:
Office of Financial Services (OFS) use only		
Payment alert number:	Original check number:	Date:

Distribution: **Original:** AE RF checks only, attach to Load Sheet and send to the OFS Reconciliations
All others - file in branch financial file

Copies: Case record

Pay reason codes — Program related

Miscellaneous

- 1 Advance – new/reopen/restore
- 2 Advance – ongoing case
- 3 Replacement check
- 7 Supplemental check
- 8 Earnings adjustment
- 9 Administrative underpayment
- 10 Overpayment reimbursement (*OPAR use only*)
- 11 Money management
- 12 SSI refund
- 30 Citizenship documentation
- B4 SDSD – Employment Initiative
- B5 QMB – SMP
- S2 TANF UN grant

Temporary Assistance for Domestic Violence

Survivors (TA-DVS)

- 22 TA-DVS emergency assistance for DV survivors
- 2M TA-DVS emergency medical services
- 2N TA-DVS citizenship waived

Special needs

- 3B Transportation services
- 3C Prescription drug co-pay coverage
- 3D OSIPM emergency assistance
- 13 CBC facility room and board
- 35 Medical transportation
- 40 Home repairs
- 42 Moving costs
- 43 Property taxes
- 45 Telephone allowance

SNAP cash out

- 80 SNAP expedited cash-out
- 81 SNAP cash-out replacement check

Child Care

- 89 Employment Related Day Care (ERDC)
- 94 TANF direct provider payment in lieu of deduction

Pre-TANF (SSP-TANF/JOBS)

- PX Car repair
- P2 Books and tuition
- P3 Other
- P4 Grooming
- P6 Medical
- P7 Moving expenses
- Q3 Transportation
- Q5 Child care

JOBS Plus (SSP-TANF / JOBB)

- 24 Child care
- 25 Transportation
- 26 Other
- 27 JOBS Plus client supplement (*DPU use only*)
- 39 SNAP tax liability (*DPU use only*)
- 65 Employer wage reimbursement (*DPU use only*)
- 66 IEA reimbursement (*DPU use only*)

JOBS (SSP-TANF/JOBS)

- 70 Child care
- 71 Transportation
- 72 Clothing

49 Community transition services
59 Diversion and transition services
B1 Home adaptations (*Title XIX*)
B6 ICP
B7 ICP/OTM

73 Medical assistance
75 Moving expense/relocate
76 Other
82 Grooming needs
84 Professional fees
85 Tools/equipment
87 Professional services
88 Books/supplies (not tuition)
2W Work eligible non-citizen/support services
R5 Vocational training-
Other (*tuition and other not-support services cost*)

Employment payments (SSP-TANF / EP)

E1 First month \$100.00
E2 Second month \$75.00
E3 Third month \$50.00