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**Authorized Signature**

**Number:** AS-PT-05-005  
**Issue Date:** March 25, 2005

**Topic:** Agency-wide Policy

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

Policy/Rule Title:	Conflict of Interest - Child Support Program		
Policy/Rule Number(s):	AS-060-030	Release No:	1.0
Effective Date:	12/16/2004	Expiration:	N/A
Web Address:	<a href="http://www.dhs.state.or.us/policy/admin/hr/060_030.htm">http://www.dhs.state.or.us/policy/admin/hr/060_030.htm</a>		

**Discussion/Interpretation:** The Department of Justice has had recent changes to the law that require employees who have access to Child Support Screens to declare their potential conflict of interest with a Child Support Case so that Department of Justice may take steps to secure the information regarding that case.

**Implementation/Transition Instructions:** To be implemented immediately.

**Training/Communication Plan:** This policy transmittal provides formal announcement of the policy. No training is planned or required.

**Local/Branch Action Required:** : Managers whose staff have access to Child Support Screens or Cases, need to discuss the policy with employees to insure their understanding of the policy and how to report a potential conflict of Interest with a Child Support Case.

**Central Office Action Required:** : The Office of Human Resources will respond to questions or concerns, review the policy and procedures annually and update as

necessary. Managers in DHS central office whose staff have access to Child Support Screens or Cases, need to discuss the policy with employees to insure their understanding of the policy and how to report a potential conflict of Interest with a Child Support Case.

**Field/Stakeholder review:**     Yes     No

**If yes, reviewed by:** DOJ, DHS Policy Staff, Human Resources

**Filing Instructions:** No paper copies are distributed for filing. DHS Agency-wide policies are located on the DHS web site at <http://www.dhs.state.or.us/policy/admin/>

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

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