

Number: AS-PT-05-006

Issue Date: 05/06/2005

Authorized Signature

Topic: Other: Child Support

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):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| X Area Agencies on Aging | <input type="checkbox"/> Health Services |
| X Children, Adults and Families | X Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Policy/Rule Title:	Conflict of Interest – Child Support Program		
Policy/Rule Number(s):	AS-060-030	Release No:	2.0
Effective Date:	04/28/2005	Expiration:	N/A
Web Address:	http://www.dhs.state.or.us/policy/admin/hr/060_030.htm		

Discussion/Interpretation: This revision (version 2.0) makes clarifications to the Conflict of Interest - Child Support Program policy previously released on March 25, 2005 (version 1.0). Staff who access Child Support Program (CSP) screens are required to report their own child support cases and certain other cases with a potential conflict of interest. This is required by interagency agreement with the Department of Justice, Division of Child Support.

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 this policy with employees to ensure their understanding of the policy and how to report a potential conflict of interest with a child

support case.

Central Office Action Required: Central Office will respond to questions or concerns, review this policy and update it as needed. Managers in DHS Central Office whose employees have access to child support screens or cases need to discuss this policy with employees to ensure 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: DHS Policy Staff, Human Resources

Filing Instructions: No paper copies are distributed for filing. DHS agency-wide policy 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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