DHS Oregon Department of Human Services

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Action Request Transmittal

Leona Gildersleeve
Authorized Signature

Number: CW_AR_06_002
Issue Date: 06/30/2006

Topic: **CW Translations Requests Process Change**

Due Date: 07/01/2006

Subject: Translation and Interpretation Services

Applies to (check all that apply):

- ☐ All DHS employees
- ☐ Area Agencies on Aging
- ☒ Children, Adults and Families (Child Welfare)
- ☐ County DD Program Managers
- ☐ County Mental Health Directors
- ☐ Health Services
- ☐ Seniors and People with Disabilities
- ☐ Other (please specify):

Action Required:
Effective 7/1/06, begin using the revised CF 0010A (06/06), CAF Request for Translation Services. Updated procedures and contact list are also included. Includes requirements for field offices to utilize DAS Contracted Vendors for branch translation requests that exceed $5,000. (There is no change to the field and vendor process for Interpretation services.)

Revised procedures for translation billing procedures
http://www.dhs.state.or.us/policy/childwelfare/ar/2006/cw_ar_06_002_att1_matrix.pdf
CF0010A – Translation Request Form
http://www.dhs.state.or.us/policy/childwelfare/ar/2006/cw_ar_06_002_att2_10a.pdf

Reason for Action:

Field/Stakeholder review: ☒ Yes ☐ No

If yes, reviewed by: **DHS Contracts & Procurement, and CAF-CW Contract Consultant**

If you have any questions about this action request, contact:

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