

Maurita Johnson-Deputy Director
Authorized Signature

Number: CW-AR-13-001
Issue Date: 11-15-13

Topic: Forms

Due Date: 11/15/13

Subject: Paternity testing

Applies to (check all that apply):

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

Action Required: Local office paralegals and caseworkers or anyone administering paternity testing at the local office need to begin using the updated CW 5600 Authorization for Paternity Testing and review the 5600 instructions found on the Shared Services forms page https://aix-xweb1p.state.or.us/es_xweb/FORMS/. Per the updated instructions, the completed 5600 must be attached to a forwarded email containing the supervisors electronic e-mail authorization and sent via Outlook e-mail to the CW Child Support Team's new e-mail group: CW.ChildSupportTeam@state.or.us.

Reason for Action: Moving from paper to an electronic process will lead to:

- Reduced costs in printing and faxing
- More timely communication to and from the field and Central Office and between Central Office and the Division of Child Support.
- An easy mechanism for electronic retrieval of the supervisor's authorization to support auditing purposes. The electronic supervisor approval will be stored at Central Office. The local offices may choose to store the authorization but are not required.

Field/Stakeholder review: Yes No

If yes, reviewed by: CW Policy Council

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

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