

Nancy K. Keeling

Authorized Signature

Number: CW_IM_06_003

Issue Date: 2/24/06

Topic: Agency-wide Policy

Subject: Parentage Testing

Applies to (check all that apply):

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

Message:

Please immediately share with appropriate line and office managers.

In the past, DHS has occasionally been able to access a Division of Child Support (DCS) contract for Parentage services for clients in the care and custody of DHS. DHS has now joined with DCS in contracting with a new vendor, LabCorp, to do all parentage testing for both Departments. The Contract has now been fully executed and LabCorp is now the only vendor we will use.

DCS should continue as the primary resource for parentage testing. This DHS process should only be utilized when DHS has been court-ordered to do parentage testing or if testing can not otherwise be coordinated through DCS. In addition, the assigned caseworker's supervisor should review and approve any request for parentage testing that has not been court ordered.

Referral forms are in the process of being developed. Until the referral form is ready for use and you're notified of a more permanent process, please direct the appropriate person (worker, supervisor, etc.) to e-mail the following information to Louie Thomas in the Central Office Technical Assistance Unit: child's name; case number and person letter; branch; alleged parent to be tested; DHS staff making the referral; and whether the parentage testing was court ordered. The e-mailed information is needed in order to schedule the testing and match the referral with the billing invoice. These services will now be paid by Central Office and, effective with referrals made after today, branches should not pay for these services with a SPOTS card, one-time payments,

field purchase orders, or any other form of payment.

LabCorp will be notified and will contact the worker directly, most likely by fax, with a "Scheduling Request Form." Complete the form and return it to LabCorp. You should be contacted by LabCorp within three days after they receive the information from you with the appointment information.

If you have any questions about this information, contact:

Contact(s):	Louie Thomas, CW Technical Assistance Coordinator		
Phone:	503-945-5848	Fax:	503-945-6969
E-mail:	louie.thomas@state.or.us		