

Xochitl Esparza

Authorized Signature

Number: SS-AR-09-001

Issue Date: 03/16/2009

Topic: Cash Payments

Due Date: 03/16/2009

Subject: Update of payment codes on DHS 437 - Authorization of Cash Payments & new TANF coding for Qualified Non-Citizens

**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 checked="" type="checkbox"/> Other (please specify): staff who use the special pay system and TANF eligibility workers |

**Action Required:**

\*Recycle all prior versions of the DHS 437 – Authorization of Cash Payment

\*Begin using updated DHS 437 with new payment codes immediately – the form is available on the form server at the following link:

<http://dhsforms.hr.state.or.us/Forms/Served/DE0437.pdf>

or in Word format at:

<http://www.dhs.state.or.us/policy/selfsufficiency/publications/ss-ar-09-001-dhs-0437.doc>

\*Use new “QNC” case descriptor on all TANF cases where the person meets Qualified Noncitizen Status but does not meet the five-year exclusion under PRWORA

The link to the code attachment is:

<http://www.dhs.state.or.us/policy/selfsufficiency/publications/ss-ar-09-001-attach.pdf>

**Reason for Action:**

1. Updated DHS 437 in response to changes that took place as a result of TANF reauthorization and redesign
2. Added new “QNC” code to address Federal & State funding tracking needs

**Field/Stakeholder review:**  Yes  No

**If yes, reviewed by:**

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

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