



Information Memorandum

Oregon Department of Human Services

Originating Cluster:

Children Adults and Families

Authorized by: Carolyn Ross
Signature

IM Number: SS-IM-04-038

Date: November 1, 2004

Subject: New Food Stamp Household type for Unstable households

Applies to (check all that apply):

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

Message: At the request of the field, a new household type code, **UST** has been developed. Some offices may choose to use this code with households who have unstable circumstances (as defined by the local office). Some local offices currently do call backs after the case has been open for three months. Coding these households as UST will allow a list to be pulled centrally to assist local offices in identifying these households.

This code can only be used with households who are in CRS (change reporting) as it is not the intent of the agency to do follow up calls on households who are in SRS (Semi annual reporting system).

The list run in Central Office will consist of all open and suspend households in CRS with a household type of UST. Information listed will be the client name, address, case number, phone number, worker ID and start and end certification date.

If you have any questions about this information, contact:

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