

Dave M Lyda - TANF Program Manager

Authorized Signature

Number: SS-IM-07-018

Issue Date: 09/28/2007

Topic: Other

Subject: New and Revised Forms, Notices and Brochures

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:

The following forms, notices and brochures have been revised for distribution. Many of the forms and notices are now available in the forms server.

Please share the information with your branch staff. **Please recycle all prior versions of these forms and start using the new versions as of 10/1/07.**

Forms and Notices:

DHS 415F, Application for Services. The application now includes a question for cash benefits about whether the client would like to talk to someone about concerns they have with their children. A question was added about whether clients have received Child Welfare medical benefits in this or another state in the last 6 months. Also, a question was added about whether pursuing health insurance will put the client or the child's safety at risk. In addition, the "Information about cash and medical benefits" section has been revised to state that clients receiving benefits from the State Family Pre-SSI/SSDI Program (SFPSS), Post-TANF and two-parent families where deprivation is based on unemployment/underemployment are not required to assign support rights to the state. It also includes information about the new Medicaid requirement to assign cash medical support. Finally, the application includes more information on why DHS needs Social Security Numbers.

DHS 415R, Your Rights and Responsibilities. The form now states that clients receiving cash benefits will now be able to request a hearing within 90 days of that

date that a disqualification or penalty related to their case plan was applied. The form also has been revised to state that clients receiving benefits from the State Family Pre-SSI/SSDI Program (SFPSS), Post-TANF and two-parent families where deprivation is based on unemployment/underemployment are not required to assign support rights to the state. It also includes information about the new Medicaid requirement to assign cash medical support. Finally, the form now includes information about TANF time limits, instructing clients to contact their case manager to find out how time limits can affect them.

DHS 428A, Cooperating with Child Support Enforcement. This form now states that clients receiving benefits from the State Family Pre-SSI/SSDI Program (SFPSS), Post-TANF and two-parent families where deprivation is based on unemployment/underemployment are not required to assign support rights to the state.

DHS 443, Administrative Hearing Request. This form now includes check boxes for hearing requests related to SFPSS, Post-TANF, Long-Term Care Services, and TA-DVS programs. This form also includes information about why the Department is authorized to request Social Security Numbers.

DHS 447, Hearing Rights. This form was revised to say that clients receiving cash benefits will now be able to request a hearing within 90 days of the date that a disqualification or penalty related to their case plan was applied. This form was also revised to include more specific information about hearings, how to obtain a hearings request form, and how to obtain representation from Legal Aid Services or other reduced-cost legal services. This form was updated on the forms being revised for implementation on 10/1/07, however other forms do contain the "Hearing Rights" and will be updated on the next printing of the form.

DHS 456, Notice of Decision and Action Taken. This notice now includes Post-TANF, Pre-TANF, and State Family Pre-SSI/SSDI Program (SFPSS).

DHS 475, Job Search Verification. The form was updated to meet federal participation requirements. This form is required for clients in job search.

DHS 853, Simplified Change Report. Each year Food and Nutrition Service increases the Food Stamp income standards and benefit amounts in October. The Standard Deduction and utility allowances are also revised at this time. The new standards have been incorporated into these forms.

DHS 854, Simplified Reporting System. Each year Food and Nutrition Service increases the Food Stamp income standards and benefit amounts in October. The Standard Deduction and utility allowances are also revised at this time. The new standards have been incorporated into these forms.

DHS 6609, Application for Services Information & Referral Packet. This packet

now includes all the revised forms for October 1, 2007.

DHS 7819, JOBS & JOBS Plus Rights & Responsibilities. This form was revised to reflect changes in the participation and disqualification structure effective October 1, 2007. The form informs clients what could happen when they don't cooperate, even after DHS has tried to help them cooperate. This form was further revised to clarify the rights of clients in JOBS and JOBS Plus programs and to add that clients have a right to decline a screening or evaluation that could disclose a disability.

DHS 7849, JOBS Appointment Notice. This form now includes more strength-based language and gives the case managers space on the form to write additional information about the appointment.

DHS 7873, Notice of JOBS Program Disqualification or Other Penalty. This notice was revised to reflect changes in the disqualification structure effective October 1, 2007. The form now requires that workers enter the amount of the reduced cash benefit. The form also specifies that any adult on the case can request a hearing. Finally, the form now includes the relevant Oregon Administrative Rules.

Printed Brochures:

DHS 0237, Family Support & Connections. This is a new brochure that explains the Family Support and Connections program to clients.

DHS 1598, Case Planning and the Re-engagement Process, Finding solutions to help you meet your goals! Formerly the "Conciliation: A way to work things out..." brochure, was revised to include new information on re-engagement based on changes to this process effective October 1, 2007. This brochure was also revised to include more strength-based language.

DHS 7852, Welcome to the TANF Program. Formerly the "Welcome to the Assessment Program" brochure, was revised to provide more detail about the TANF program, what clients can expect when they are in the Pre-TANF program, and what happens when they go to work. This brochure now includes a short list of services available to applicants and recipients in the JOBS program. It also includes a short description of the Post-TANF and State Family Pre-SSI/SSDI Program (SFPSS).
Please note that this brochure will be distributed at a later time. We will let you know when to expect it in your offices.

Forms on the Forms Server (*These forms will not be part of the distribution but are now available and can be printed from the forms website, unless otherwise stated:*
http://dhsforms.hr.state.or.us/forms/databases/FMPRO?-db=FormTbl.fp5&-lay=Main&-format=Findforms_FMP.htm&-findany):

DHS 0221F, NC2 Two-Step Calculation. This online form was updated to reflect the new COLA standards.

DHS 0415FS, Application for Services – Food Stamp only. This form was revised to reflect the changes made to the 415F.

DHS 418A and DHS 647B, Children, Adults and Families Interim Assistance Agreement and Resource Referral. These forms were revised to add the MAA, REF, and REFM programs. These forms are related to non-excluded real property that puts clients in these programs (as well as TANF) over the resource limits.

DHS 5530, Combined Standards Chart. This chart was revised to include the new ERDC and Post-TANF program standards and increase various program standards based on COLA increases.

DHS 7787, GAIN-Short Screener (GAIN-SS). This is the official screening instrument for alcohol & drug and mental health for Self-Sufficiency.

DHS 7869, JOBS Appointment Notice for Re-Engagement. Formerly the “JOBS Conciliation Appointment” This form was revised to include more strength-based language and replace the term “conciliation” with “re-engagement”.

DHS 7788A-G, Vocational Training Instructions for the Client/Applicant. These forms were created to help client/applicants understand and engage in the process used to determine eligibility for the vocational training (VT) program. This packet includes a VT training request form, employer feedback form, informational interview guidelines, resources available to gather information, a labor market research worksheet, a budget information worksheet, and a child care & transportation plan.

DHS 7789 A-E, Vocational Training Case Manager Procedure. These forms were generated to assist in walking case managers through the process for the vocational training program and create checklists in order to determine if each step in the process has been completed. This packet includes: a VT case manager procedure, a VT case manager procedure flow chart, a VT forms check list, an Adult JOBS VT guidelines, and a VT training check list.

DHS 7813, Referral to Disability Analyst. The DHS 7813 is an automated referral form that the TANF case manager fills out on their computer and submits to the State Family Pre SSI/SSDI (SFPSS) email address. Instructions for operating forms created in Microsoft Word and Excel can be found at the following link:

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

DHS 7814, Interim Assistance Authorization. The DHS 7814 is a required form that will allow DHS to recover the adult or adults, who are applying for SSI, portion of the

SFPSS grant while in the program. The SFPSS Disability Analyst is responsible for explaining the form to the client and having them sign and date prior to entry into the SFPSS program.

DHS 7815, JOBS Exit Summary. This form is used to provide critical information regarding a client's participation in a JOBS activity. The form can be filled out by a JOBS or community partner as well as case manager. The intent of the form is to help establish eligibility for the SFPSS program and potentially eligibility for SSI. This form has an automated submit function. Use the instructions found at the following link: <http://dhsforms.hr.state.or.us/Forms/Served/MSWordOpInstructions.pdf>

DHS 7825, Disqualification Review Form. The DHS 7825 is used by those staff reviewing the re-engagement process. The form allows the reviewer to easily indicate the essential requirements of the re-engagement process. This form can be saved to the user's computer and through an automated submit function can be sent to TANF analysts in central office. Like the DHS 7813, the user will want to follow the instructions found at the following link: <http://dhsforms.hr.state.or.us/Forms/Served/MSWordOpInstructions.pdf>

DHS 7826, DHS TANF/JOBS Program; Client Rights – Screening and Evaluations. The DHS 7826 form is intended to provide TANF clients with information regarding screenings and evaluations, which may discover a disability. The form, along with a discussion from the case manager will help the client make a decision whether or not to decline the screening or evaluation.

If you have any questions about any of the above forms, please contact the analysts of the specific program. Please reorder via FBOS. If you have any questions about reordering any of the forms, please contact Lynette Sylvester at 503.378-3505

Please recycle all prior versions of these forms and start using the new versions as of 10/1/07.

If you have any questions about this information, contact:

Contact(s):	Xochitl Esparza, TANF Program Analyst		
Phone:	503/945-7016	Fax:	
E-mail:			