

Karen House

Authorized Signature
Number: SS-IM-08-035

Issue Date: 11/03/2008

Topic: Medical Benefits

Subject: Updated DHS 7475 (Extended Medical Quarterly Income Report)

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 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): CAF SSP |

**Message:** Clients report their Extended (EXT) medical requirements on the DHS 7475 "Extended Medical Quarterly Income Report." Previously the form required clients to complete and return the form by the 10<sup>th</sup> of the month. Effective November 1, 2008, the form will direct the client to complete and return the form by the 21<sup>st</sup> of the month. Updating the form aligns the date of the 21<sup>st</sup> with the Oregon Administrative Rule and Family Services manuals' cheat sheets and is a federal requirement.

The report is due by the 21<sup>st</sup> day of the fourth, seventh and 10<sup>th</sup> months of the EXT eligibility period. The filing group must report the previous three months earnings and out of pocket costs for child care necessary for the employment of the caretaker relative as follows:

- By the 21<sup>st</sup> day of the fourth month, the client must report income received in months one, two and three of the EXT eligibility period.
- By the 21<sup>st</sup> day of the seventh month the client must report income received in months four, five and six of the EXT eligibility period.
- By the 21<sup>st</sup> day of the 10<sup>th</sup> month the client must report income received in months seven, eight and nine of the EXT eligibility period.

*Example: Client's medical case is converted to EXT August 1, 2008. Their first reporting requirement is due in the fourth month (November) of their EXT eligibility. By November 21, 2008, client needs to report their income for the months of August, September and October.*

*The next reporting requirement is due by the 21<sup>st</sup> of the seventh month (February). By the February 21, 2009, client needs to report their income for the months of November, December and January.*

*The last reporting requirement is due by the 21<sup>st</sup> of the 10<sup>th</sup> month (May). By May 21, 2009, we would need the client's income for the months of February, March and April.*

The filing group may have 'good cause' for returning the form after the 21<sup>st</sup> of the month.

Examples of good cause include (but not limited to):

- Illness
- Injury/Trauma
- Did not receive report for reason beyond client's control

If good cause is granted, update the case and narrate your decision.

*If you have any questions about this information, contact:*

<b>Contact(s):</b>	Carol Berg (503) 945-6072 Joyce Clarkson (503) 945-6106 Michelle Mack (503) 947-5129		
<b>Phone:</b>		<b>Fax:</b>	(503) 373-7032
<b>E-mail:</b>			