

Belit Stockfleth

Authorized Signature
Number: SS-IM-09-020

Issue Date: 04/15/2009

Topic: Food Benefits

Subject: Food Stamp Mailout Pilot

Applies to (check all that apply):

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

Message: In March, the DHS FS Program launched a pilot project to mail out recertification packets centrally. These packets, labeled the 6608P (6608S for Spanish), will be sent monthly to FS households in 16 pilot branches. Many FS households have companion benefits. Those due within a month of the FS expiration date that will be included in CM mailouts are excluded.

The 6608P/6608S will be mailed out by the 20th of the month preceding the expiration date (e.g., the approximately 5,500 mailed on March 19th had Expr Cert dates of 043009 on FSMIS). The packet includes the following documents, most of which appear in the standard 6608 but have been revised as needed for this project:

- *DHS 9013 – We Want to Serve You Well*
- *DHS 6608i – What to do with this packet of forms? This is a pilot version instructing clients to keep the pink forms, complete and return the others to ODM in the envelope provided.*
- *DHS 223 – Proof for Eligibility*
- *DHS 6608a – Food Stamp Recertification Interview Information. Asks clients to indicate if they would like a phone interview, plus the best days and times to reach them.*
- *DHS 415F – Application for Services*
- *DHS 415R – Your Rights and Responsibilities*
- *DHS 1005 – Request for Alternate Format*
- *DHS 3400 – Information and Referral for Low-Income Households*
- *DHS 7280F – OFSET Rights and Responsibilities*
- *DHS 9001 – Client Complaint Information*
- *AFS 150DHS – Return envelope*

Information in the packet instructs clients to return their completed forms in the enclosed envelope. The materials are sent to the Office of Document Management in Salem to be scanned and indexed into EDMS (Electronic Document Management System). This is the system used for the OHP Standard reservation list.

The SSP branches included in the pilot are Portland Metro PC (1403), Washington County PC (3404), Oregon City (0302), North Clackamas (0303), District 4 PC (2203), Bend (0901), Medford PC (1503), Hermiston (3003), Pendleton (3001), Madras (1602), Warm Springs (1603), Klamath Falls (1801), Lakeview/Christmas Valley (1802) and selected zip codes in The Dalles (3301). SPD is represented by The Dalles (3313).

Branches receiving applications or other paperwork belonging to one of the pilot offices should continue forwarding the mail using their current process. If the pilot proves successful, DHS will work to extend the mailout state-wide.

If you have any questions about this information, contact:

Contact(s):	FS Policy Unit		
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