

Office of Self Sufficiency Programs  
Aging and People with Disabilities

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**Number:** SS-IM-14-018

**Issue date:** 06/20/2014

**Topic:** Other

**Subject:** SSP/APD/AAA Interagency Medical Referral Procedure & Case Agreement

**Applies to (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees                             | <input type="checkbox"/> Health Services   |
| <input checked="" type="checkbox"/> Area Agencies on Aging             | <input type="checkbox"/> Office of Developmental<br>Disabilities Services (ODDS)             |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Self Sufficiency Programs                      |
| <input type="checkbox"/> County DD Program Managers                    | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): CAF-<br>Transmittals-SS |
| <input type="checkbox"/> County Mental Health Directors                |  |

**Message:**

This message is in response to the clarification requested by staff on the medical referral and the inter-agency case agreement process.

**Process for medical referral from SSP to APD/AAA:**

The elimination of the OHA 7210M form has prompted the guidance outlined below for SSP to refer individuals requesting APD medical assistance:

- When an individual is SSI eligible and requests medical, the individual will need to complete a date-stamped *Application Form – Aging and People with Disabilities* ([SDS 539A](#)). Once the form has been completed, route it to the local APD/AAA office. Click on the link for a list of [APD local office contact information](#).

**Please note:** *If the client is not SSI eligible, the individual will need to complete a date-stamped [OHA 7210](#), which will then need to be routed to Branch 5503 for processing using one of the following methods:*

- Remote scan (preferred method);
- Faxing to 503-373-7493; or

- Mailing (or shuttle) to P.O. Box 14520; Salem, OR 97309-5044.

- **For rare circumstances:** If an individual comes into an SSP office with a completed [OHA 7210](#) and [SDS 539A](#), and self-identifies as having SSI, attach the [OHA 7210](#) to the [SDS 539A](#) and route to an APD/AAA office following local office procedures. *Please ensure the [SDS 539A](#) is date-stamped and completed before sending to the local APD office.*

## **SSP/APD/AAA Case Agreements**

As a part of the Affordable Care Act, DHS has had to change the manner in which medical cases are handled. The following indicates the criteria to determine whether a SNAP case will be held within an SSP or APD/AAA office:

### **SSP:**

- SSP will carry the SNAP case if there is a companion ERDC, TA-DVS, TANF or JPI case. If there is potential future JPI eligibility, the SNAP case will remain with SSP.

*For example:* single nondisabled parent households with a minor child should be carried by SSP.

### **APD/AAA:**

- If APD/AAA has a companion medical case and the SNAP case does not have a companion case, such as ERDC, TA-DVS, TANF or JPI, then APD/AAA will carry the SNAP case. The number of children on the case is not a factor in the criteria above.

***Please note:*** *OFSET is a part of SNAP eligibility and will follow the SNAP case.*

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

<b>Contact(s):</b>	<p>For <b>SSP</b> procedural questions contact: Courtney Hill at <a href="mailto:Courtney.M.Hill@dhs.oha.state.or.us">Courtney.M.Hill@dhs.oha.state.or.us</a></p> <p>For <b>APD/AAA</b> related questions contact: Lauren Mitchell at <a href="mailto:Lauren.E.MITCHELL@dhs.oha.state.or.us">Lauren.E.MITCHELL@dhs.oha.state.or.us</a> or Angela Munkers at <a href="mailto:ANGELA.P.MUNKERS@dhs.oha.state.or.us">ANGELA.P.MUNKERS@dhs.oha.state.or.us</a></p>
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