

Belit Stockfleth, FS and Prevention Program  
 Manager

**Authorized Signature**

**Number:** SS-PT-09-003

**Issue Date:** 02/06/09

**Topic:** Food Benefits

**Transmitting (check the box that best applies):**

- New Policy   
  Policy Change   
  Policy Clarification   
  Executive Letter  
 Administrative Rule   
  Manual Update   
 Other: System Change

**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):                         |

Policy/Rule Title:	Suspension of Mid month (FS) Notice		
Policy/Rule Number(s):		Release No:	
Effective Date:	March 1, 2009	Expiration:	
References:			
Web Address:			

**Discussion/Interpretation:** Food Stamp cases in SRS receive an Interim Change Report (ICR) in the fifth month of the certification period. If the report is not processed by the 15<sup>th</sup> day of the sixth month a notice (FS) is sent to the client informing them the ICR has not been received. Because of the current delay in processing some paperwork, many clients who have returned the ICR are receiving the FS notice. This is causing an increase in phone calls to the local offices when the client calls to report they have returned the ICR.

In response to a request from the field to help reduce the number of phone calls, the following option has been developed. Branch offices will now be able to place a code on FSMIS which will tell the computer the ICR has been received and stop the FS notice from being sent. This will happen only if the code is in place prior to the 15<sup>th</sup> of the month.

**Implementation/Transition Instructions:** When the completed ICR is received, process an ADJ action and change the “N” code to “H” in the form field (located next to the Mand Rept field) on FSMIS.

This code will only work if entered prior to the mailing of the mid month notice. The code will have no affect on issuance of the end of the month notice (KS). The KS notice which suspends the benefits is a required federal notice.

**Training/Communication Plan:** Local review of the transmittal.

**Local/Branch Action Required:** Branches who chose this option are asked to review their procedure for processing the ICR’s and include this provision in the process.

**Central Office Action Required:**

**Field/Stakeholder review:**  Yes  No

**If yes, reviewed by:**

**Filing Instructions:**

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

<b>Contact(s):</b>	Food Stamp Program		
	Anne Hilgers	503-945-6105	
	Dawn Myers	503-945-7018	
	Eliza Devlin	503-947-5105	
	Rosanne Richard	503-945-5826	
	Sandy Ambrose	503-945-6092	
	Sarah Lambert	503-945-6220	
	Technical Assistance		
	Lisa Stegmann	503-945-6725	
<b>Phone:</b>		<b>Fax:</b>	503-373-7032
<b>E-mail:</b>	FSPOLICY@DHS.STATE.OR.US		