

Karen House, CAF SSP Medical Programs Manager
 Xochitl Esparza, CAF TANF Program Manager
 Dale Marande, SPD Medical Programs Manager

Number: SS-PT-10-015
Issue Date: 07/15/2010

Authorized Signature

Topic: Other

Transmitting (check the box that best applies):

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

Applies to (check all that apply):

- All DHS employees
 County Mental Health Directors
 Area Agencies on Aging
 Health Services
 Children, Adults and Families
 Seniors and People with Disabilities
 County DD Program Managers
 Other (please specify): CAF SSP only

Policy/Rule Title:	Who Must Sign the Application and Complete the Application Process		
Policy/Rule Number(s):	OAR 461-115-0071	Release No:	
Effective Date:	July 15, 2010	Expiration:	
References:	Family Services Manual, Medical Assistance Program B and TANF B		
Web Address:			

Discussion/Interpretation: Effective July 15, 2010, applications for TANF and self-sufficiency medical assistance will only require one signature. This brings TANF and SSP medical into alignment with ERDC and SNAP. There is no signature requirement change to the QMB or OSIPM programs.

This change is in response to field request for simplification of the application process.

Implementation/Transition Instructions: For SSP medical and TANF applications processed on or after July 15, 2010, do not pend for a second signature if there are two adults in the filing group and only one of the adults has signed the application. This includes applications with earlier dates of request, as long as the worker is determining eligibility on or after July 15, 2010.

Example: A two-parent household application is submitted to the local branch office. The client is requesting SSP medical and TANF benefits. Application is date stamped June 30 and the application is worked July 20. The worker notices there is only one signature on the application. Since the application is worked after July 15, only one parent needs to sign the application.

Training/Communication Plan: Managers to go over transmittal with staff.

Local/Branch Action Required: Please cover this information in each branch office where medical or TANF applications are processed.

Central Office Action Required:

Field/Stakeholder review: Yes No

If yes, reviewed by:

Filing Instructions:

If you have any questions about this policy, contact:

Contact(s):	Carol Berg	-	SSP Medical
	Christy Garland	-	SSP Medical
	Joyce Clarkson	-	SSP Medical
	Julie Cherney	-	SSP Medical
	Michelle Mack	-	SSP Medical
	Vonda Daniels	-	SSP Medical
	Dale Marande	-	SPD Medical
	Tracey O'Donnell	-	TANF
	Tammy Brooks	-	TANF
Phone:			Fax:
E-mail:			