

Arlene Rike

**Authorized Signature**

**Number:** SS-IM-04-004

**Issue Date:** 04/13/2004

**Subject:** 10 Day Notice Deadline

**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 checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers               | <input type="checkbox"/> Other (please specify):              |

**Message:**

This calendar gives the 10-day notice cutoff (adverse actions) for the balance of 2004. The dates reflect an effective date of the end of the month. Workers can usually add a day for 1<sup>st</sup> of the month effective dates (such as adding a person for FS). However, be aware that mailing time and the requirement for the 11<sup>th</sup> day to land on a business day must be observed. This calendar gives three cut-off dates for each month:

- NOTM (Notice Writer). Because these notices are mailed centrally from Salem, they take the longest to deliver. It is not necessary to add any days for translated NOTM notices: the 2 days it takes for them to be translated and mailed by IRCO is the same as the 2 days allowed for mailing of English and Spanish (NOTM,SP) notices. Worker-entered text on SP notices is not sent for translation
- Next-day mailing (CM, FS and hand-written notices). Notices generated by the worker or these mainframe systems go into the mail the working day after the worker processes them. Remember to check the Reas fields on CM and FS to determine which notices are sent automatically.
- Hand-delivered. When the worker gives a notice directly to the client, the day the client receives the notice counts as day 1.

**2004**

**April**

NOTM: Friday, 16<sup>th</sup>

Next-Day: Monday, 19<sup>th</sup>

Hand-delivered: Tuesday, 20<sup>th</sup>

**May**

NOTM: Friday, 14<sup>th</sup>  
Next-Day: Monday, 17<sup>th</sup>  
Hand-delivered: Tuesday, 18<sup>th</sup>

**June**

NOTM: Wednesday, 16<sup>th</sup>  
Next-Day: Friday, 18<sup>th</sup>  
Hand-delivered: Friday, 18<sup>th</sup>

**July**

NOTM: Thursday, 15<sup>th</sup>  
Next-Day: Monday, 19<sup>th</sup>  
Hand-delivered: Tuesday, 20<sup>th</sup>

**August**

NOTM: Tuesday, 17<sup>th</sup>  
Next-Day: Thursday, 19<sup>th</sup>  
Hand-delivered: Friday, 20<sup>th</sup>

**September**

NOTM: Wednesday, 15<sup>th</sup>  
Next-Day: Friday, 17<sup>th</sup>  
Hand-delivered: Monday, 20<sup>th</sup>

**October**

NOTM: Thursday, 14<sup>th</sup>  
Next-Day: Monday, 18<sup>th</sup>  
Hand-delivered: Tuesday, 19<sup>th</sup>

**November**

NOTM: Tuesday, 16<sup>th</sup>  
Next-Day: Thursday, 18<sup>th</sup>  
Hand-delivered: Friday, 19<sup>th</sup>

**December**

NOTM: Wednesday, 15<sup>th</sup>  
Next-Day: Friday, 17<sup>th</sup>  
Hand-delivered: Tuesday, 21<sup>st</sup>

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

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