

Arlene Rike, Program Manager

Authorized Signature

Number: SS-IM-04-018

Issue Date: 06/29/04

Topic: Forms

Subject: Miscellaneous forms for July Distribution and changes to the interactive application

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:

DHS 415F - Application for Services. With the help from a professional group recommended by FNS, this form was revised and reformatted.

DHS 415X – Additional Space For People in Your Household. This form was revised and renamed to align with the changes made in the DHS 415F.

DHS 6608 – Recertification Packet for FS. The former 415F is replaced by the new version. No change in other forms in the packet.

DHS 6623 – Redetermination Packet for all programs. The former 415F is replaced by the new version. No change in other forms in the packet.

Please begin using the new forms upon their receipt. For households whose recertification/redetermination is due this month and have been given a copy of the current recert/redet packet (6608 or 6623), please continue to use them. If they have not been given a packet, please give them the revised packet.

Interactive Application for FS: An interactive version of the first five pages of the DHS 415F in English as well as in Spanish is also available via the Internet. However, clients must download and print the application after completing the pages before sending it to the branch they believe is closest to their residence. The revised application has been translated to Russian and Vietnamese. They are available via

the Form Server. The two languages are not available in the interactive format. Clients who speak Russian or Vietnamese must download and print the 415F in its respective language to complete the application.

Ordering of the Forms: Please use the FBOS system to order any additional forms. If you have any questions about re-ordering, please contact Lynette Sylvester at (503) 945-6849. For questions regarding the text of the forms, please contact the program analyst of the program.