

**Select originating cluster**

**Action Request Transmittal**

Catherine Cooper  
Authorized Signature

**Number:** SPD-AR-05-031  
**Issue Date:** 05/19/05

**Topic:** Other

**Due Date:** 06/01/2005

**Subject:** New address for Client Pay-In payments & receipts

**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 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):                         |

**Action Required:** Effective June 1, 2005, Client Pay-In payments, receipts and deposit slips will need to be sent to a new address. The client will see no change, as the business reply envelopes with the new address will be sent out with the June billing.

If field offices are now sending payments to PO Box 14175 – Salem, please send them to: Department of Human Services, Seniors and People with Disabilities, PO Box 4509, Portland OR 97208-9925.

If field offices are now sending receipts or deposit slips to PO Box 14175 – Salem, please send them to: Client Pay-In Technician, Receipting & Trust Unit, 2575 Bittern St NE, Salem OR 97301-4521.

**Reason for Action:** Client Pay-In receipting is being sent to a different address. Any questions, please call Janice Fitzpatrick 503\*947\*9924.

**Field/Stakeholder review:**  Yes  No

**If yes, reviewed by:**

*If you have any questions about this action request, contact:*

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