

Patricia Baxter

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Number: APD-AR-12-025

Issue date: 6/25/2012

Topic: Forms

Due date:

Subject: Use of the SDS 540, Notice of Planned Action

Applies to (check all that apply):

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

Action required: Effective immediately, a separate SDS 540 must be sent for each program which needs action. Combined notices do not meet legal notice requirements.

Reason for action: When the SDS 540 was moved from OregonACCESS to the DHS forms server, a decision was made to allow programs to be combined on a single notice to save both worker time and paper. Recent information from DHS Administrative Hearings has clarified combining programs on the same form, even when individually specified, is not allowed by rule.

APD Central Office is working on changing the online form to disallow combining programs on the same form but we do not have a date for completion. In the interim, please send separate SDS 540 notices for each program instead of a single notice for all. Using separate notices will eliminate the need to resend notices when there is a hearing and will bring the agency into compliance with the rule.

Field/stake holder review: [X] Yes [ ] No
If yes, reviewed by: APD Operations Committee

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

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