

Patricia Baxter

Authorized Signature

Number: APD-AR-14-005
Issue Date: 2/6/2014

Topic: Developmental Disabilities

Due Date: 2/28/2014

Subject: ODDS DD 56, 57 and 156 General Fund Only Invoices Monthly Deadlines

Applies to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> All DHS employees | <input checked="" type="checkbox"/> County DD Program Managers |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Other (<i>please specify</i>): DD Providers,
CRUM, Policy Innovation CHEU
(Formerly CAU), ODDS Staff |

Reason for Action:

To ensure budget accuracy and available funding, DD Providers and CDDPs must submit Department of Human Services (DHS) monthly invoices for DD 56 Rent Subsidy, DD 57 Special Projects and DD 156 Room & Board by following the process in this transmittal.

Action Required:

Effective as of the issue date of this transmittal, all authorized expenditures for DD 56, DD 57 and DD 156 must be submitted on the invoice template prescribed by DHS no later than 45 days from the end of the service month. For example, the invoice for authorized services for December 2013 must be submitted to the Office of Developmental Disability Services (ODDS) no later than 45 days from December 31, 2013 which would be February 14, 2014.

Invoices received after 45 days may not be paid by DHS. If a Provider or CDDP receives/finds a previously unpaid expenditure for one of these service elements after the 45 day deadline has passed, the Provider or CDDP can request an exception to submit a late invoice. Please contact Kristy DiMatteo for exception requests for this process.

Please submit all DD 56, DD 57 and DD 156 invoices for services for the months of 7/1/13 to 12/31/13 to the Policy Innovation Contracts, Hearings and Eligibility Unit (formally the Contract Administration Unit) no later than February 28, 2014. Invoices

that are received after February 28, 2014 may not be paid by DHS.

All DD 56, DD 57 and DD 156 invoices can be submitted by:

1. Emailing them to CAU.Invoice@State.OR.US only,
2. Faxing them to 503-373-7274 (include cover sheet attention to Kristy DiMatteo)
or
3. Mailing them to Kristy DiMatteo at 500 Summer St NE E-09 Salem OR 97301.

Field/Stakeholder review: Yes No

If yes, reviewed by:

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

Contact(s):	Kristina DiMatteo		
Phone:	503-947-5180	Fax:	503-373-7274
E-mail:	Kristina.M.DiMatteo@State.OR.US		