

**Select originating cluster**

DeAnna Hartwig  
**Authorized Signature**

**Number:** SPD-IM-05-079  
**Issue Date:** 10/06/2005

**Topic:** Other

**Subject:** SPD Client Pay-In Web Page and Cookbook

**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):                         |

**Message:**

Now available online is a SPD Client Pay-In web page. The site is dedicated to client Pay-In related information. The site may be accessed through either the new SPD Case Management web page at <http://www.dhs.state.or.us/spd/tools/cm/index.htm> or the SPD Staff Tools page. The direct link to the Client Pay-In page is: [http://www.dhs.state.or.us/spd/tools/pay\\_in/index.htm](http://www.dhs.state.or.us/spd/tools/pay_in/index.htm). This page includes information on how to do calculations, refund process, deductions, rules and much more.

This web page will also include a link to the Client Pay-In Cookbook. The Cookbook is set up like a worker guide, which is different from the old printed version. To access the Cookbook you may go through the Pay-In web page, or to link to the Cookbook directly use: [http://www.dhs.state.or.us/spd/tools/pay\\_in/cookbook/index.htm](http://www.dhs.state.or.us/spd/tools/pay_in/cookbook/index.htm).

If you have any old printed versions of the Cookbook, please recycle them, as they contain outdated and incorrect information.

Please direct any questions, suggestions or comments to Sarah Lambert 503-945-6834.

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

<b>Contact(s):</b>	Sarah D. Lambert		
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