

Patrice Botsford

Authorized Signature

Number: APD-IM-13-007

Issue Date: 2/12/2013

Topic: Foster Care

Subject: Annual Earning Statements for AFH and 512 Privacy Protection

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | All DHS employees | <input checked="" type="checkbox"/> | County Mental Health Directors |
| <input type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input type="checkbox"/> | Children, Adults and Families | <input type="checkbox"/> | Seniors and People with Disabilities |
| <input checked="" type="checkbox"/> | County DD Program Managers | <input checked="" type="checkbox"/> | Other (please specify): AFH-DD
Providers, ODDS County Relations Unit,
OLRO DD Licensing and Provider
Relations. |

Message:

Adult Foster Home Providers for Developmental Disabilities receive 512 statements and Remittance Advice reports demonstrating service payment information that also contains private client information. It is imperative that AFH-DD providers comply with privacy standards as set forth in OAR 411-360-0170 (1)(e).

Payment information included on the 512 reports, or Remittance Advice reports are not to be provided to tax preparers, or for income verification purposes in lieu of an earnings statement due to the inclusion of private client information contained in the reports, **unless** the individual's private information is blacked out.

Providers who live in the AFH-DD that do not receive a 1099 can request an earnings statement from the Department. To request an earnings statement call 503-947-5138 and provide the following information:

Provider Name
Provider number or tax ID number
The year the information is requested for, and
Current mailing address

If you have any questions about this information, contact:

Contact(s):	Shelly Reed		
Phone:	503-945-5828	Fax:	503-373-7274
E-mail:	Shelly.M.Reed@state.or.us		