

**Aging and People with Disabilities**

Dale Marande  
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**Number:** APD-IM-15-012  
**Issue date:** 2/4/2015

**Topic:** Other

**Subject:** Elderly Rental Assistance (ERA) Letters

**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 checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental<br>Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs                     | <input type="checkbox"/> ODDS Children's Intensive<br>In Home Services          |
| <input type="checkbox"/> County DD Program Managers                    | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                   |
| <input type="checkbox"/> ODDS Children's<br>Residential Services       | <input type="checkbox"/> Other ( <i>please specify</i> ):                       |
| <input type="checkbox"/> Child Welfare Programs                        |   |

**Message:**

Each year DHS sends letters to clients who may be eligible for the Department of Revenue's Elderly Rental Assistance (ERA) program. Clients should be receiving this year's letter in mid February. The letter briefly describes the ERA program, and informs the client of the amount of cash assistance that they received from DHS during the previous year (2014) that must be reported to the Department of Revenue when they apply for ERA. The letter advises the client to contact the Department of Revenue if they have any questions about the program. Staff can access copies of client letters using View Direct WCE0020R series of reports.

The letter also instructs clients to contact the local office if they believe the amount of assistance included in the letter is wrong. Types of cash assistance included in the letter are determined by the Department of Revenue's ERA income counting rules. Examples of types of income that are counted for ERA include many of the payments issued through CMS such as special needs payments, one-time special needs payments, and payments for Medical transportation. Staff can use the WISH screen to view most of the cash payments the client has received. If after reviewing the payment information on WISH staff still have questions about the amount included on the letter, they should contact central office with their questions (see contact numbers below).

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

<b>Contact(s):</b>	Michael Avery Katherine Bodi		
<b>Phone:</b>	Michael Avery, 503-945-6410 Katherine Bodi, 503-945-6455	<b>Fax:</b>	
<b>Email:</b>	michael.g.avery@state.or.us katherine.m.bodi@state.or.us		