

# Information Memorandum Transmittal Developmental Disabilities Services



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**Number: DD-IM-22-074**

**Issue date: 07/14/2022**

**Topic:** Developmental Disabilities

**Due date:**

**Subject:** EOR for Personal Support Workers Communication and Check Sent in Error

**Applies to (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> All ODHS Employees                              | <input type="checkbox"/> County Mental Health Directors                                  |
| <input type="checkbox"/> Area Agencies on Aging: {Select type}           | <input type="checkbox"/> Health Services   |
| <input type="checkbox"/> Aging and People with Disabilities              | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs                       | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services           |
| <input checked="" type="checkbox"/> County DD Program Managers           | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                            |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors  | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ):                     |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services |  |
| <input type="checkbox"/> Child Welfare Programs                          |  |

**Message:**

It has come to our attention that Employers for Personal Support Workers are receiving two notifications in the mail. One regarding OregonSaves and the other is a check for reimbursement of a portion of Employer Taxes.

Here is what ODDS is sending via email to PSW Employers:

People serving as the Employers of Record for Personal Support Workers that have not yet taken an action for their employees (PSW) regarding OregonSaves should have received a letter from the Oregon State Treasury. Oregon law requires that business of all sizes in Oregon must either:

- Facilitate the OregonSaves program for employees or
- Claim exemption if they already offer an employer sponsored retirement plan

This letter was sent to you in error, please disregard. If you have additional questions please contact OregonSaves if you have any questions or have not received the referenced letter at: [clientservices@oregonsaves.com](mailto:clientservices@oregonsaves.com) or call 1-844-661-1256 from 7am to 7pm Monday through Friday.

The Oregon Employment Department due to HB3389 issued a check as a refund for employer taxes. This check was issued in error. The Employment Department is requesting that any checks regarding HB3389 that are received are immediately returned to the department. Please write, "VOID" on check and return to the address:

State of Oregon, Employment Department  
Trust Clearing Account  
875 Union Street NE  
Salem Or 97311

If the employer fails to send back the check and ultimately deposits the funds, then the Employment Department will recoup the funds directly from the employer of record.

**Communication/training:**

This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to [ODDS.Questions@dhsoha.state.or.us](mailto:ODDS.Questions@dhsoha.state.or.us).

The Monthly Transmittal Reviews are held the second Wednesday of every month at 2 pm using the Zoom platform. Please register in advance for these meetings:

<https://www.zoomgov.com/meeting/register/vJlsc-qvqD8iGURx5OQk8TAdIS6Arg9ZAf4>

After registering, you will receive a confirmation email containing an appointment and information about joining the meeting. American Sign Language (ASL) and live captioning will be provided. To request other accommodations or languages, please send an email to [ODDS.Questions@dhsoha.state.or.us](mailto:ODDS.Questions@dhsoha.state.or.us) at least three business days prior to the meeting.

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

Contact(s): Vanessa Richkind, ODDS Provider Administration Manager	
Phone:	Fax:
Email: <a href="mailto:Vanessa.Richkind@dhsoha.state.or.us">Vanessa.Richkind@dhsoha.state.or.us</a>	