

FOCUS Protocol for One Time Payments for Start-up costs

Qualifying Circumstances:

1. The proposed Contractor is an individual provider with knowledge of the child and has agreed on individual contract specifications approved by a FOCUS Program Contract Administrator
2. The Contractor has requested funding assistance to pay for the required insurance or other upfront costs of providing this service
3. Contractor has agreed to an ongoing contract to provide necessary services such as:
 - a. Overnight Respite;
 - b. Youth Mentoring;
 - c. Skills Training;
 - d. Tutoring & Study Skills; or
 - e. Other Placement Related Supports as approved by a FOCUS Program Contact Administrator
4. Without this payment, the requirements to initiate a contract would be cost prohibitive and would make the service provision unattainable
5. Without this service, the youth would be at risk of disruption of their community placement or would be unable to be placed within a community placement including foster care, relative or parental home
6. The Youth the Contractor intends to serve has been designated by the FOCUS Planning Committee as a FOCUS Youth
7. The Contractor has submitted an official invoice or quote detailing start up costs.

One Time Pay Process

1. Contract Administrator to obtain an insurance quote from Contractor and file in provider file
2. Contract Administrator to obtain a W9 from the Contractor
3. Contract Administrator to send Contractor information including W9 form to the BRS Provider Entry Specialist for set up in ORKids
4. Contract Administrator to fill out the OTP Payment Request form and send it for processing.
 - a. Date of Request
 - b. Vendor Name
 - c. Vendor Number
 - d. Agency
 - e. Payment Distribution Type – Mail Direct to Vendor
 - f. Index
 - g. PCA
 - h. AOBJ
 - i. Amount

- j. Comments – Mandatory if no invoice. Description should include what we are paying for, why we are paying for it and the frequency of the type of payment.
 - k. Prepared by
 - l. Phone Number
 - m. Approver Name
5. Focus Contract Coordinator to send Payment Request form to approver to sign
 6. Focus Contract Coordinator to submit Payment Request form to OFS.Invoices@odhsoha.oregon.gov include Contractor's W9
 7. For any questions regarding Payment Request form please contact - OFSAP.REQUESTS@odhsoha.oregon.gov
 8. Focus Contract Coordinator to file signed Payment Request form in provider file
 9. Contract Administrator to request and obtain Certificate of Insurance or other startup cost receipts prior to contracting