

**Date Issued:** 6/18/2025

**Transmittal #:** OEP-IM-25-022

**Subject/Topic:** APD Non-MAGI Financial Eligibility Staff Tools Page

**Primary Audience:**  Eligibility  Leadership  
 Family Coach  LTSS Case Management  
 Support  Other:

**Effective Date:** Immediately

**Transmittal Type:** Information Memorandum

**Impacted Area(s):**  New/Updated Policy/Rule  Policy Clarification  
 Reference Materials  System(s), specify  
 Other:

**Reference Material(s):** [APD Non-MAGI Financial Eligibility Staff Tools](#) page in OWL. Links pointing to this page in OPEN and in Eligibility Guides.

**Summary:**

The APD Non-MAGI Financial Eligibility Staff Tools page has a new look, and new resources have been added.

**Details:**

The APD Non-MAGI Financial Eligibility page has been updated to make navigation easier and to add new content that can be found in fewer clicks. The page links remain unchanged; however, resources have been moved around. Most of the content that was previously under **Manuals**, **Worker Guides** and **Worker Helps** is now under **Worker Guides and Tools**. You can select the caret or arrow in front of the title or header to collapse and expand content.

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APD Staff Tools Home APD Staff Tools Resources Field Support Assistance Manual

- ∨ Oregon Administrative Rules (OARs)
- ∨ APD Policy Contact Information
- ∨ Worker Guides and Tools
- ∨ Training
- ∨ Other Resources

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∧ Worker Guides and Tools

Resource	
<a href="#">Asset Verification System (AVS)</a>	Resources for the Asset Ver
<a href="#">Authorized Representative (AR) FAQs</a>	Answers to questions abou
<a href="#">Decision Notice Preparation Tips</a>	Worker guide intended to a manual notices when ONE

We have also added new resources:

- Under **Contact Information**, the document **Before Emailing APD Policy** provides important guidance on when and how to email our policy box. We have added the document **Email Templates for APD Policy** which addresses two situations that create a lot of back-and-forth. Both documents aim to reduce confusion.
- Under **Worker Guides and Tools**, **Understanding Trusts** has been updated. As you may know, we have added the **Complete Trust Guide for OSIPM** document to our page for reviewing trusts. For more information on this guide, please see the [ONE Weekly Update for June 3, 2025](#).

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**Questions?**

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