

Cathy Kaufmann, Administrator
Office of Healthy Kids
Sandy Wood, Section Manager
DMAP Research Education and Development

Authorized Signature

Number: DMAP-IM-10-111

Issue Date: 09/24/2010

Topic: Medical Benefits

Subject: Staff Announcement: Use and ordering of DHS form 3203; Capturing primary reservation person's date of birth on the form.

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input 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 type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): DHS staff and others identified on the SPD, CAF, AMH and DMAP transmittal lists |

Message:

DHS 3203 – OHP Standard reservation list sign up request form – please discontinue photocopying a blank form. For better readability, please use a new form for each reservation rather than photocopying a blank form. We will mail branches and field offices two packets each containing 50 forms the week of September 27, 2010 to use and distribute.

When ordering more of DHS 3203 and other OHP Standard materials, please go to: <http://www.oregon.gov/DHS/open/community-partners.shtml>. You may order materials either by submitting a materials request form available on the page or following the e-mail ordering instructions on the page.

The forms must contain the primary person's date of birth. To ensure that it does, please do one of the following: List them again in section 2 on the form; or in section 1, instead of a message phone number, list the person's date of birth. Once the current inventory of DHS 3203 is exhausted, we will update the form to include the date of birth for the primary reservation person in section 1 and the new form will be available to order. An example of how the new form will look is attached.

If you have any questions about this information, contact:

Contact(s): Office of Healthy Kids – OHP Standard

E-mail: reservation.list.questions@state.or.us

OHP Standard Reservation List Request



You can give us your reservation request in any of the following ways:

- **Electronically by** using the link at www.oregon.gov/DHS/open.
- **By mailing** this form to OHP Branch, PO Box 14520, Salem, OR 97309-5044.
- **By faxing** this form to 503-373-7866 or 503-378-4139.
- **In person by** dropping this form off at any DHS field office (call 800-699-9075 for locations).
- **By phone** call 800-699-9075 or TTY 711, Mon. through Fri. 7 a.m. to 6 p.m. The call will take up to 10 minutes.

① Your name (Last, First, MI) Maiden or other names used

Phone number Date of birth
 () (/ /)

Home address City State ZIP

Mailing address (*if different*) City State ZIP

② List anyone aged 19 or older in your household you want on the reservation list.

Name (Last, First, MI)	Relation to you	Sex	Date of birth	Social Security Number* <i>(voluntary)</i>
		<input type="checkbox"/> M <input type="checkbox"/> F		
		<input type="checkbox"/> M <input type="checkbox"/> F		

* Providing a Social Security Number (SSN) is voluntary for the OHP Standard Reservation List request. DHS is allowed to ask for SSNs by OAR 461-135-1125 to help identify people to prevent duplicate reservations. DHS will not deny a request to be placed on the OHP Standard Reservation List if you do not provide an SSN.

③ If you need materials in a language other than English, check the appropriate box:

Spanish
 Russian
 Vietnamese
 Other: _____

④ If you need written materials in a different format, check the appropriate box:

- Audiotape – information is recorded on an audiocassette tape.
- Braille – information is printed in Braille.
- Computer disk – information is saved as “plain text” on a CD-ROM.
- Large print – **materials are printed in this size.**
- Spoken – information is read by a DHS employee in person or over the telephone.

⑤ By signing you agree to be placed on the OHP Standard reservation list and understand that this form is not an application for medical assistance.

Signature

Date

OHP Standard Reservation List Request

OHP Standard provides free or low-cost health coverage to Oregon residents who:

- Do not have health care insurance;*
- Ages 19 and older;*
- Are not pregnant;*
- Have limited income;*
- Do not have Medicare.*

* *This information applies only to OHP Standard. It does not apply to Healthy Kids, OHP Plus or any other benefit packages. Your children may qualify today for the Oregon Healthy Kids plan with no waiting or you may qualify for other programs.*

To see if you or anyone in your household is eligible for another program, you must complete an OHP Application.

To request an OHP Application, call 800-359-9517 (TTY 711), or pick one up at your local DHS branch office or complete the online application at <https://apps.state.or.us/mba>.

OHP Standard is currently closed to new enrollment because of funding restrictions.

Oregon Department of Human Services (DHS) is preparing to open the OHP Standard program to as many people as possible under current funding; however, that number will be limited. To promote fairness, the OHP Standard Reservation List has been created. The reservation list is not an application, but anyone interested in the opportunity to apply for OHP Standard must first be put on the reservation list. DHS will randomly draw names from the list on a regular basis.

If your name is selected, DHS will mail you an OHP Standard application form. If you apply and qualify, you will be enrolled in OHP Standard.

The number of names drawn will depend on the amount of available funding for the program. DHS may close the list at any time.

The front of this form shows the ways you can request an OHP Standard reservation.

Important

- 1 Adding yourself to the reservation list does not mean you have applied for or qualified for any kind of OHP coverage. At any time you can complete an OHP Application to see if you already qualify for OHP coverage, even if your name is on the reservation list.
 - 2 Anyone can add your name to the list. You can have someone else call or send in a request form for you.
 - 3 You can have only one reservation. We will not add your name to the reservation list more than once.
-



Have children? Don't wait!

Your children may qualify today for the Oregon Healthy Kids plan

with no waiting. Please go to www.oregonhealthykids.gov or call **877-314-5678** or pick up an application at your local DHS branch office.