

Administrator Alert

*Policy updates & rule clarifications for Assisted Living,
Residential Care & Nursing Facilities*

Office of Licensing & Quality — Oregon Department of Human Services

June 19, 2009

For Residential Care & Assisted Living Facilities

Biennium End Close for 2007-09

Please see attached memo from Jim Scherzinger, Deputy Director of Finance regarding the close of the biennium.





Oregon

Theodore R. Kulongoski., Governor

Department of Human Services
Human Services Building
500 Summer Street NE
Salem, OR 97301-1080

DATE: May 19, 2009

TO: DHS Vendors, Providers and Agency Partners

FROM: Jim Scherzinger
Deputy Director of Finance

SUBJECT: 2007-09 Biennium End Close

The Department of Human Services (DHS) officially ends its fiscal year on June 30, 2009. As a large agency, with numerous programs, the DHS close is a complicated process. We are requesting your assistance in helping us make it more efficient.

In order to facilitate an effective 2007-09 close, we are requesting that invoices, payment vouchers, and accounts receivables for services and supplies provided by June 30th, be submitted for payment or receipt to DHS as soon as possible after June 30th and no later than 45 days after the end of the quarter (August 15th) unless you have a contract that specifies alternative terms which will be adhered to.

Invoices that are submitted after that time period may need to be posted to the next budget cycle. For some programs, this may impact the funding available to that program in the 2009-11 Biennium.

Your assistance with this matter is greatly appreciated.