

Aging and People with Disabilities
500 Summer St. NE E10
Salem, OR 97301-1076



11/15/2018

HCW Name
HCW Street
HCW City, State Zip

Dear Homecare Worker,

Per the Collective Bargaining Agreement: If you drive your own vehicle while helping consumer-employers or claim travel time while you drive from one consumer-employer to another, then you must provide proof of your driver's license and current automobile insurance to your local APD/AAA office. This needs to be provided every six months or as often as you renew the insurance policy.

Please stop by your local office as soon as possible to provide this information. If you do not provide this information, you may lose your ability to claim mileage reimbursement and travel time claims until this information is up to date. If you have questions about this requirement, please contact APD Central Office at our toll-free number: 844-369-4164

Sincerely,

Oregon Department of Human Services
Aging and People with Disabilities