

## Disability Benefits Liaison and General Assistance Referral Form

### Referral to Disability Analyst

Date: <small>Click here to enter a date.</small>	District:	Branch:
Customer name:	Customer SSN:	Customer DOB:
Customer phone number:		Customer email:
Customer address:		
Prime number:		Case number:
Case manager:		Case manager's phone number:

**Referral criteria (please check all that apply):**

<input type="checkbox"/>	Condition is expected to last 12-months or more or result in death, and prevents the individual from obtaining and/or maintaining gainful employment.
<input type="checkbox"/>	Customer has an active SSI/SSDI claim.
<input type="checkbox"/>	Customer is a Program 5 ( <i>Presumptive Medicaid</i> ) recipient.
<input type="checkbox"/>	Customer has an attorney or Authorized Representative.  Name: _____ Phone: _____
<input type="checkbox"/>	Customer is experiencing homelessness or is at risk of homelessness.

Comments:

[Click here for submitting instructions](#)

# Submitting Instructions

## Option #1:

- Prior to clicking the **Submit Request** button on the form, write down or copy email address listed below, save document to your desk top, close the browser and open document in MSWord application.
- Click the **Submit Request** button
- Completed forms will automatically attach to the email
- Fill in the **To section** of the email with the email address below
- You may want to include a copy of the email to yourself for your records
- Send email

**Submit Request**

## Option #2: *(Use this option if unable to use option #1)*

- Save document to your desk top and close the browser
- Open Outlook or other email system
- Attach form to email
- You may want to include a copy of the email to yourself for your records
- Send to address below

Choose email address to use	
<b>DHS Outlook Users</b>	<b>AAA staff</b>
<a href="mailto:DBL.referral@dhsosha.state.or.us">DBL.referral@dhsosha.state.or.us</a>	<a href="mailto:DBL.referral@state.or.us">DBL.referral@state.or.us</a>

This form may contain your personal information. If you return the form by email there is some risk it could be intercepted by someone you did not send it to. If you are not sure how to send a secure email, consider using regular mail or fax.

[Click here to return to page 1](#)