

Adult Foster Home Provider Alert

Policy updates, rule clarifications and announcements

Date: January 23, 2013

Topic: Provider Tax Information

Provider: APD (Older Adults and Adults with Physical Disabilities)
 DD (Developmental Disabilities)

Internal Revenue Service (IRS) [Publication 525, Taxable and Nontaxable Income](#), defines what adult foster care income must be reported to the IRS. For questions regarding reportable income, please consult with your tax preparer or contact the IRS at www.irs.gov.

The Department of Human Services (DHS) issues 1099 forms to Licensees who do not live in the adult foster home if the Licensee was enrolled to care for residents who were recipients of Medicaid. 1099s will be mailed no later than January 31, 2013.

When the Licensee does live in the adult foster home, a 1099 form is not issued by DHS. Licensees wishing to receive an annual statement of earnings must make such request through the Provider Tax Line at 503-947-5138 (see below).

It is important that your correct mailing address is on file with DHS to avoid any delay in receipt of these tax records. Contact your Licensor immediately if you need to submit a change of mailing address.

Provider Tax Line:

Licensees must leave a clear and complete message including their full name, provider number, social security number or tax identification number associated with the provider number, current address and phone number and the specific year(s) for which you are requesting income information. Licensees having multiple provider numbers or tax identification numbers will need to include all provider number and tax identification numbers in the message to ensure all necessary records are requested. Unclear or incomplete messages will not be



processed or returned to the licensee. Licensees should allow up to 2 weeks for processing, mailing and receipt of their reprint and should not leave duplicate messages. Messages on the Provider Tax Line are checked daily through April 30, 2013.

Requests for reprints or corrections of tax forms will not be accepted until after February 11, 2013 to ensure the post office has sufficient time for processing and delivery, and for non-deliverable mail to be returned to DHS. Licensees who have not received their 1099 by February 11, 2013 can request a reprint using the Provider Tax Line.

