



Oregon

Office of Public Defense Services

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October 2, 2020

To: Public Defense Providers

From: Heather Pate, Contracts Manager
Julie Fetsch, Budget and Finance Manager

Re: NRE Authorization Policy - Mitigation

OPDS is currently working to update the NRE authorization policy but it is necessary to enact an interim modification related to Mitigation prior to finalizing the policy updates as a whole. Notice of these changes were outlined in the July 10, 2020 memo distributed to providers.

There are two aspects to consider; authorization of work and invoicing for payment:

Authorization

Mitigation work performed on or after October 1, 2020 will require authorization through the Non-Routine Expense Request (NRE) Long Form process. We understand that we will need to be flexible during this transition and will provide authorizations dated as necessary until October 16, 2020. The rate for mitigation work is \$65.00 per hour beginning on October 1, 2020.

The maximum number of hours per request is two hundred. An authorization, regardless of the number of hours requested, may be split a maximum of four times. If split, the request must be in increments of no less than twenty hours.

The request for authorization must include the maximum number of hours of mitigation work to be completed (between twenty and two hundred). A separate authorization is required for each case and each authorization can only be invoiced against once.

Please see the following scenarios:

Scenario 1

A case is ongoing with an anticipated twenty hours of work monthly and will be invoiced monthly. A separate request for authorization will need to be submitted each month for twenty hours.

Scenario 2

A case is ongoing that may require a different number of hours monthly making intermittent, rather than monthly invoicing more appropriate. A separate request for authorization will need to be submitted for the number of hours anticipated in the billing period for the next invoice, be that a week, a month, a quarter or any other increment of time.

If you have any questions regarding this or any other part of the NRE authorization policy please contact Amanda Deyerle-Onley at Amanda.Deyerle-Olney@opds.state.or.us or by phone at 971-332-1127.

Invoicing for Payment

A copy of the current payment policy is attached for your reference, Section 3.6 Non-Routine Expense. A separate authorization is required for each case and each authorization can only be invoiced against once.

A request for payment on an NRE authorization can be turned in to AP for processing at any time during the month. When submitting an invoice, it should be for no less than 20 hours where possible and the authorization should be included.

If you have any questions regarding this or any other part of the payment process, please call 503-378-2478

All mitigation work performed through September 30, 2020 will be processed per the previous policy.