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Programs Manager

Authorized Signature

Number: SS-IM-12-012

Issue Date: 04/13/2012

Topic: Child Care

Subject: Selection from ERDC Reservation List

**Applies to (check all that apply):**

- |                                     |                               |                          |                                      |
|-------------------------------------|-------------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/>            | All DHS employees             | <input type="checkbox"/> | County Mental Health Directors       |
| <input type="checkbox"/>            | Area Agencies on Aging        | <input type="checkbox"/> | Health Services                      |
| <input checked="" type="checkbox"/> | Children, Adults and Families | <input type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/>            | County DD Program Managers    | <input type="checkbox"/> | Other (please specify):              |

**Message:** Around April 16, 2012, DHS will send [selection letters](#) to every family on the ERDC Reservation List (RL), inviting them to apply.

In December 2011, the Governor directed the department to freeze enrollments in ERDC as part of a statewide strategy to give lawmakers the most flexibility to balance the current budget during the February 2012 session.

The 2012 Legislature's rebalance plan included capping the ERDC caseload to an average of 8,500 cases through June 2013. As of March, the caseload was at about 7,100. All names will be selected from the RL. Historically the response rate to ERDC reservation list selections has been less than 20 percent.

Families selected from the ERDC RL will not have to meet the TANF transition requirement if they apply within 30 days of the date of the [selection letter](#).

Whether the family is transitioning from TANF or pulled from the RL, they must meet all ERDC eligibility requirements.

**Important:** Those families who are selected from the RL and request the ERDC benefit must have the **ERL** case descriptor added to the case when approved or denied.

Any staff contacted by a family in response to the letter is asked to write the family's ERDC RL number on the [DHS 7470](#) (ERDC-only) application before handing or mailing it to the applicant. You can access the login page for the RL website at <https://apps.state.or.us/cf3/erdcReservation/index.cfm>.

For password or login assistance, please call the Service Desk at 503-945-5623 or email: [DHS.SERVICEDESK](mailto:DHS.SERVICEDESK) in Outlook.

If the family submitted an application in the previous 45 days, even if denied that application can be used. The new date of request (DOR) will be the date the family requested ERDC after the selection letter date. The selection letter date is printed on the [selection letter](#). If the applicant does not have their letter, the reservation number and selection letter date are available on [ERDC Reservation List Website](#), do a search using the applicant's name and click on the Reservationwide Info tab. Effective dates for ERDC are always the first of the month in which the DOR was made.

The RL [selection letter](#) will include both a link to the online SSP branch directory and the toll-free number for the Direct Pay Unit (DPU) and will have DPU as the return address.

Families will be dropped from the RL when they are mailed [selection letters](#). Those who apply and are found ineligible should be added back to the list. You can find the Child Care Reservation Template on the ERDC Staff Tools page at: <http://www.dhs.state.or.us/caf/ss/erdc/index.html>.

Please continue adding denied applicants to the ERDC Reservation List for future selection.

*If you have any questions about this information, contact:*

<b>Contact(s):</b>	Annette Aylett		
<b>Phone:</b>	503-945-6110	<b>Fax:</b>	503-373-7032
<b>Email:</b>	<a href="mailto:Annette.I.Aylett@state.or.us">Annette.I.Aylett@state.or.us</a> or <a href="#">CHILDCARE POLICY</a>		