

Rhonda Prodzinski, Child Care and Refugee Programs Manager

Authorized Signature

Number: SS-PT-12-004

Issue Date: 04/10/2012

Topic: Child Care

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Manual Update
 Other: _____

Applies to (check all that apply):

- All DHS employees
 County Mental Health Directors
 Area Agencies on Aging
 Health Services
 Children, Adults and Families
 Seniors and People with Disabilities
 County DD Program Managers
 Other (please specify):

Policy/Rule Title:	Child Care Eligibility Standard, Payment Rates, and Copayments		
Policy/Rule Number(s):	OAR 461-155-0150	Release No:	
Effective Date:	05/01/2012	Expiration:	
References:			
Web Address:			

Discussion/Interpretation: An Employment Related Day Care (ERDC) copayment (copy) increase is scheduled to take effect May 1, 2012. The copay increase will be 10 percent. The new minimum copay amount is \$27.

The February 2012 legislative session reduced the caseload cap to 8,500 and implemented a 10 percent copay increase as part of the rebalanced budget reduction plan. The 10 percent copay increase represents a decrease in benefits for ERDC families. While a client has the right to an administrative hearing, the client does not have the right to a continuation of benefits at the same level pending the outcome of the hearing per Oregon Administrative Rule [461-025-0311](#).

A notice will be sent to clients who were receiving ERDC as of March 31, 2012, around April 13, 2012, informing them of the increase and stating their new copay amount.

Click [here](#) to see the Copay Increase letter to be sent.

Implementation/Transition Instructions:

Those clients determined eligible for ERDC in April will need to receive a *Notice of Income and Benefit Calculation* ([DHS 7294](#)). The [DHS 7294](#) should include the April copay and the new copay effective for May 1. Workers should cite the OAR number ([461-155-0150](#)) and the reason for the increase in the Comments section of the [DHS 7294](#). Click the link for an example of the [DHS 7294](#).

To calculate a new copay amount for May 1, add 10 percent to the current copay. If the total has a decimal point, round down.

Example: Current copay is \$127 + 10% (\$12.7) = \$139.7 The new copay for May is \$139.

Note: *The copay increase does not affect the ERDC income limit of 185 percent FPL, so no changes have been made to the Combined Standards Chart ([MSC 5530](#)).*

If a branch office receives an administrative hearing request based on the 10 percent copay increase and the client has requested a continuation of benefits (aid paid pending), the branch lead worker needs to send a *Denial of Continuing Benefits Pending Hearing Decision* (see pre-filled [DHS 5303](#)) form, denying the continuation of benefits pending the hearing decision.

Clients receiving Supplemental Nutrition Assistance (SNAP) benefits may be eligible for more SNAP benefits with the increase to their copay. The copay increase letter to clients directs them to contact their worker to find out if they are eligible for additional SNAP benefits. The copay amount cannot be automatically updated on FMSIS, because the ERDC copay does not always correspond with the dependent care deduction on the SNAP case.

Training/Communication Plan: Review policy change and implementation instructions with branch staff.

Local/Branch Action Required: Follow up on any SNAP dependent care deduction when ERDC client reports copay increase, send a [DHS 7294](#) to those determined eligible for ERDC in the month of April.

Central Office Action Required: The ERDC copay calculator and the client maintenance system will be updated with the new copay amount for May 1, 2012. Data list will be sent out to branches with the names of those people selected from the reservation list, who currently have another open benefit program in their branch.

Field/Stakeholder review: Yes No

If yes, reviewed by:

Filing Instructions:

If you have any questions about this policy, contact:

Contact(s):	Annette Aylett		
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