

Rhonda Prodzinski, Child Care and Refugee Programs Manager

**Authorized Signature**

**Number:** SS-PT-12-013

**Issue Date:** 06/01/2012

**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:	End of ERDC Reservation List and Requirements		
Policy/Rule Number(s):	OAR <a href="#">461-115-0016</a>	Release No:	
Effective Date:	06/01/12	Expiration:	
References:	FSM Child Care <a href="#">A</a> , <a href="#">B</a>		
Web Address:			

**Discussion/Interpretation:**

We are pleased to tell you that we are deactivating the Child Care Reservation list in the Employment Related Day Care (ERDC) program. Effective June 1, 2012, clients will no longer need to meet the TANF transitioner requirement or the requirement to have received ERDC within the last two (2) calendar months. The intent of this change is to allow all clients the opportunity to access ERDC services.

The Child Care Reservation List will be closed May 31, 2012, at the end of the business day. Clients currently on the Child Care Reservation List will be sent a letter notifying them that the ERDC program is now open to all applicants, and they may apply for benefits at any time.

Because ERDC has a 45-day processing time frame, families responding to the letter will not need to complete a new application if they were denied ERDC benefits within

45 days of their new DOR. Telephone or in-office interviews can be used to gather information about changes in the household situation.

Staff will no longer need to add the ERL or ETL UCMS case descriptors (C/D) to new ERDC cases. Please do not remove ERL or ETL coding already on the cases.

Clients needing assistance locating and identifying stable, quality child care should be referred to the local Child Care Resource & Referral (CCR&R). Contact information is located in both the Parent and Provider Guides. CCR&R is also an available resource to providers interested in completing additional training, education, and licensing.

We anticipate these changes to remain in effect through September 30, 2012. Staff will be notified via Policy Transmittal when the reservation list is reactivated.

\*Please note, there has been a delay with the update of the online ERDC copay calculator. The calculator currently does not reflect the May 1 copay increase. Copay information should be taken from either the SCMS or WCMI screens. Staff will be notified when the ERDC copay calculator has been updated.

**Implementation/Transition Instructions:** Policy becomes effective on receipt.

**Training/Communication Plan:** Review with branch staff.

**Local/Branch Action Required:** Review and apply new ERDC policy as of the effective date given above.

**Central Office Action Required:** Letters will be sent to all clients on the reservation list. Child Care partners will be notified.

**Field/Stakeholder review:**  Yes  No

**If yes, reviewed by:**

**Filing Instructions:**

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

<b>Contact(s):</b>	Annette Aylett 503-945-6110 Jennifer Irving 503-945-5729
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<b>Email:</b>	<a href="mailto:Policy.childcare@state.or.us">Policy.childcare@state.or.us</a>