

Rhonda Prodzinski, Child Care and Refugee Programs Manager

**Authorized Signature**

**Number:** SS-PT-12-020

**Issue Date:** 08/29/2012

**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):**

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

Policy/rule title:	Oregon Program of Quality Contracted Child Care Slots		
Policy/rule number(s):	OAR 461-135-0407	Release no:	
Effective date:	09/01/2012	Expiration:	
References:			
Web Address:			

**Discussion/interpretation:** The Employment Related Day Care Program is now offering contracted slots for some ERDC-eligible families with Oregon Program of Quality (OPQ) facilities. This is similar to our partnership with Head Start for contracted slots. The OPQ facilities have earned a special designation through the Child Care Division. OPQ programs receive the designation for meeting standards for high-quality care in the following areas: Family involvement, child development and learning; health and safety, and highly qualified personnel.

These contracted slots will begin September 1, 2012, through August 31, 2013, with the potential to recertify yearly. A child can enter a vacant contracted slot in an OPQ facility at any time during the 12-month period.

OPQ programs will recruit existing or new ERDC eligible children, ages 0 through 6, to participate in the contracted slot program. To participate:

- A parent must be working at least 25 hours per week;
- Pay the minimum monthly copayment of \$27;
- Must have the child in care at least 136 hours per month to enter the contracted slot.

The program will focus on keeping children in the contracted slot for the contract year. Children receive continuous, quality care for the contract year and priority for a contracted slot for the following year.

**Implementation/transition instructions:** DHS eligibility staff will need to have an awareness of the OPQ contracted slot eligibility and to recognize the case descriptor and need resource code PQC (Programs of Quality Care) for the program. ERDC cases that have a PQC code will be carried primarily by the Head Start field point staff. The PQC coding should not be removed from a case.

Children in OPQ contracted slots will have protected eligibility and can only lose the OPQ slot prior to the certification end period if:

- There is an unmet copayment;
- The child's attendance hours at the program drop below 108 hours per month;
- The family violates the agreement with the OPQ program facility;
- The family chooses to leave the OPQ program.

The department's OPQ Coordinator, Kelly Wilfong, will work directly with staff who carry an OPQ caseload, OPQ providers and clients. If you have general questions about the OPQ program, please contact Kelly (see contact information below).

**Training/communication plan:** Review new policy and administrative rule with branch staff.

**Local/branch action required:** Partner with your local CCR&R. Provide your ERDC clients additional resources found in the DHS Parent Guide and online at <http://www.oregonchildcare.org>. The PQC coding should not be removed from a case.

**Central office action required:**

- Work directly with OPQ providers and ERDC families;
- Request OPQ point person in local branch office process ERDC applications and add PQC coding.
- Addition of PQC Needs Resources (N/R) and Case Descriptor (C/D) to be added to CMS.

**Field/stakeholder review:**       Yes       No

**If yes, reviewed by:**

**Filing Instructions:**

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

<b>Contact(s):</b>	Kelly Wilfong		
<b>Phone:</b>	503-945-6087	<b>Fax:</b>	
<b>E-mail:</b>	<a href="mailto:Kelly.E.Wilfong@dhsosha.state.or.us">Kelly.E.Wilfong@dhsosha.state.or.us</a>		