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Authorized Signature
Number: SS-PT-12-025

Issue Date: 10/15/2012

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

Policy/rule title:	ERDC Reservation List reactivation and requirements		
Policy/rule number(s):	OAR 461-115-0016	Release no:	
Effective date:	11/1/2012	Expiration:	
References:	FSM Child Care B , J		
Web Address:			

Discussion/interpretation: The Employment Related Day Care (ERDC) program will be reactivating the ERDC reservation list on November 1, 2012.

The ERDC caseload cap was set by the legislature in February 2012 at 8,500. The end of month (EOM) ERDC caseload for September 30, 2012 was 9,292. DHS was able to maintain a higher caseload from July through October, because the caseload from January through June of 2012 was below the 8,500 cap. The drop in the case load was a temporary effect of the Governor's mandate in December of 2011 to freeze programs.

The Reservation List activation will manage the ERDC caseload through attrition to 8,500. **No one currently receiving ERDC will lose eligibility for the program.**

Implementation/transition instructions: Activate Reservation List 11/1/2012.

Central Office will randomly select families on the Reservation List to apply for ERDC as caseload attrition allows. When this occurs, letters will be mailed out to selected families informing them of the application process.

Training/communication plan: Review with SSP staff including: front line, eligibility workers and case managers.

Local/branch action required:

Those ERDC applications with a DOR of **11/1/2012, or later will need to have eligibility for ERDC determined if:**

- At least one member of the filing group is transitioning from REF, SFPSS or TANF; or
- A child in the filing group is eligible for and being placed in a current opening in a **Head Start or Oregon Program of Quality (OPQ) contracted slot.**
OAR [461-115-0016](#) (*Families who meet this criteria should work directly with each SDA's Head Start point person and DHS OPQ Coordinator.*)

Families who **do not meet one of the criteria above** will be:

- Denied and added to the ERDC Reservation List.

*Note: For more information on Oregon Program of Quality and Head Start contracted child care, see [SS-PT-12-020](#) and **OARs [461-135-0405](#) and [461-135-0407](#).***

Coding

A case descriptor of **ETL** is added to cases where the Family has met the REF, SFPSS or TANF transition requirement for ERDC.

Reservation List Tools

To have a family added to the Reservation List, use the ERDC Reservation List template. This can be located by going to the ERDC Staff Tools page at:

<http://www.dhs.state.or.us/caf/ss/erdc/index.html>

Once the Reservation List is activated, staff can view the Reservation List at <https://apps.state.or.us/cf3/erdcReservation/index.cfm?fuseaction=login.login>

Central Office action required: 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:

Contact(s):	Annette Aylett - 503-945-6110 Karen Collette - 503-945-6247 Kelly Wilfong DHS OPQ Coordinator - 503-945-6087
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