

Rhonda Prodzinski, Child Care and Refugee
Programs Manager

Authorized Signature

Number: SS-PT-12-034

Issue Date: 12/14/2012

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):

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|------------------------|---|-------------|--|
| Policy/rule title: | Deactivation of the ERDC Reservation List | | |
| Policy/rule number(s): | OAR 461-115-0016 | Release no: | |
| Effective date: | January 1, 2013 | Expiration: | |
| References: | FSM Child Care A, B | | |
| 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.

Starting January 1, 2013, all families may apply for ERDC. Families will no longer need to meet the following requirements to receive ERDC benefits:

- TANF transitioner;
- Receipt of ERDC in the last two (2) calendar months;
- Eligibility for a current open slot with a Head Start or OPQ contracted program.

Reservation list selection process:

All names on the reservation list at the end of business on December 13, 2012, will be mailed a Child Care Reservation List Selection letter inviting them to apply for ERDC. The letter instructs families to contact their DHS branch office within 30 days to

establish a Date of Request (DOR) for ERDC. These families will have the opportunity to receive December child care benefits if their DOR is established before the end of December 2012.

DORs prior to December 14, but not yet reviewed by the DHS branch:

New applications with a DOR prior to December 14, that were not processed by the branch, should be treated as though they were on the reservation list and were mailed the letter to apply. Please email [CHILDCARE POLICY](#) if you have additional questions.

New ERDC applications:

New ERDC applications received December 14, 2012, to December 31, 2012, should be reviewed for ERDC eligibility for December using the reservation list criteria (see OAR [461-115-0016](#)). Names will not be added to the reservation list after December 13, 2012. Emails sent to the ERDC reservation list will receive an auto-reply asking for the application to be reviewed for eligibility January 1, 2013, when the reservation list is deactivated.

The ERDC application is good for 45-days from the DOR. This means families 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 not need to add the ERL or ETL UCMS case descriptors (C/D) to new ERDC cases while the reservation list is deactivated (effective January 1, 2013). Please do not remove ERL or ETL coding already on existing cases.

Families needing assistance locating and identifying stable, quality child care should be referred to the local Child Care Resource and Referral (CCR&R). Contact information is located in both the Parent and Provider Guides.

Inactive case closures:

In addition to natural caseload attrition, Central Office will be closing inactive ERDC cases that are currently on the system. An inactive ERDC case is an open M5 case with no active provider connected to the case. Central Office is reviewing both manual and system-based solutions to close inactive ERDC cases.

It is an ERDC requirement to use a child care provider who has been approved by DHS. This requirement is not an initial eligibility requirement. Workers are unable to pend for child care provider information at the time of application.

A system-generated notice is sent to clients who do not have a provider connected to their case. This notice instructs clients to give their child care provider information to

their worker or to have their case closed if they no longer want the benefits. The computer system does not currently auto-close inactive cases and the worker is not notified when this notice is being sent. Policies are being reviewed to allow for an auto-close in the future.

Central Office will begin manually reviewing and closing inactive cases effective January 31, 2013. The closures will be narrated on TRACS. The manual case closures will occur on a monthly basis until a system update is completed to auto-close inactive cases.

Staff will be notified via Policy Transmittal when the reservation list is reactivated.

Implementation/transition instructions:

Policy becomes effective January 1, 2013.

Training/communication plan:

Review with SSP staff including: front line, eligibility workers and case managers.

Local/branch action required:

Staff can view if a family was selected from the reservation list by accessing the link at: <https://apps.state.or.us/cf3/erdcReservation/index.cfm?fuseaction=login.login>

Applications for Families Selected from the Reservation List:

Applications received in December for families selected from the reservation list will need to be processed without using reservation list criteria. ERL coding will need to be added onto these cases.

Applications for Families Not Selected from the Reservation List:

Applications received December 14, 2012, through December 31, 2012, must be reviewed for ERDC eligibility for December using the reservation list criteria.

- If they are not eligible based on the reservation list criteria (see OAR [461-115-0016](#)) the application must be denied for December benefits. The application will then be reviewed again for ERDC benefits starting January 1, 2013, without using the reservation list criteria.
- If they are eligible based on the reservation list criteria, ERDC eligibility will be begin December 2012. ETL coding will need to be added for families meeting the TANF transitioner requirement.

Central Office action required: Letters will be sent to all clients on the reservation list. Child Care partners will be notified.

Central Office staff will review inactive cases and begin closing effective January 31, 2013.

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing Instructions:

If you have any questions about this policy, contact:

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| Contact(s): | Annette Palmer 503-945-6110 Karen Collette 503-945-6247 Jennifer Irving 503-945-5729 Kelly Wilfong 503-945-6087 |
| Email: | CHILDCARE POLICY |