

Policy Transmittal

Office of Self-Sufficiency Programs



Kirstin Holman, Program Design Manager for
Child Care Policy and Direct Pay Unit

Authorized signature

Number: SS-PT-20-004

Issue date: 3/16/2020

Topic: Child Care

Due date: 3/16/2020

Subject: Temporary changes to DHS child care assistance programs; COVID-19 pandemic

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 Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input checked="" type="checkbox"/> Self-Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (please specify): Direct Pay Unit |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Temporary Policies for Child Care Benefit Eligibility and Payment (ERDC and TANF); COVID-19		
Policy/rule number(s):	461-135-0440 Temporary Policies for Child Care Benefit Eligibility and Payment (ERDC and TANF); COVID-19 – Rule to be released later today.	Release number:	
Effective date:	3/16/2020	Expiration date:	To be determined
References:			

Web address:	
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Discussion/interpretation:

In order to support families and child care providers during this uncertain time, Governor Brown has instructed the Department of Human Services to enact changes to child care assistance.

The following temporary changes are **to be implemented immediately:**

1. **Copay reduction:** ERDC copays are reduced to \$0.00 for all families
2. **Increased income limit for initial eligibility:** The initial income limit for ERDC is being increased to meet the ongoing and exit limit amount (see [DHS 5530](#) for income limits)
3. **Expanded absent day policy (TANF and ERDC):** Child care providers are able to bill DHS for up to a full month for children scheduled to be in care but are unable to attend due to the COVID-19 crisis
4. **Emergency billing for temporarily closed facilities (TANF and ERDC):** Licensed providers (RFM, CFM, and CNT provider types) and license-exempt centers (NQC and QEC provider types) are able to bill DHS in the event of a temporary shutdown during the state of emergency period.
Providers must remain in an approved listing status to receive payment.

Implementation/transition instructions:

Copay reduction:

Copays are being reduced through OIS action. No branch action is needed at this time. New ERDC certifications will automatically be updated with a \$0.00 copay.

DPU staff will manually replace and issue billing forms with a \$0.00 copay for providers who have already received a billing form for the month of March and will process adjustments and issue supplemental checks as needed for providers who have already been paid.

- DPU cannot pay families directly. Families who have already paid their March copay will need to talk to their provider for reimbursement.

When the state of emergency period ends, OIS will remove the temporary copay adjustments. Central Office will receive a report of the ongoing copay amounts and will send a reduction notice to families; no branch action is anticipated at this time.

Increased income limit:

When determining eligibility for ERDC, workers should use the temporary

guidelines and compare a family's gross income to the ongoing and exit limit listed on the [DHS 5530](#) instead of the initial income limit.

Expanded absent day policy and emergency billing for temporarily closed facilities:

No branch action is needed. If families or child care providers have questions, they may contact DPU at 1-800-699-9074.

Training/communication plan:

Partners and stakeholders are being notified of these changes on Monday, March 16, 2020.

The DHS [Child Care Assistance website](#) will be updated as needed.

Recorded information about these changes will be available beginning Tuesday, March 17, 2020 on the DPU phone line, 1-800-699-9074.

Letters will be sent to child care providers and families notifying them of these changes by Thursday, March 19, 2020.

At the end of the state of emergency period, a separate transmittal will be issued.

An ERDC Analyst Hour (Coffee Chat with Child Care) Skype session will occur on March 24, 2020 from 8:30am-9:30am to discuss the changes to DHS child care assistance due to the COVID-19 pandemic. Interested parties may contact their local leadership for the meeting invitation.

Providers and parents/caretakers may contact DPU with questions at 1-800-699-9074. DHS field staff should email questions to ChildCare.Policy@dhs.ohio.gov.

Local/branch action required:

Refer all questions from families and child care providers to DPU at 1-800-699-9074. Staff should email questions to ChildCare.Policy@dhs.ohio.gov.

Central office action required:

This transmittal has been sent to Self-Sufficiency Programs staff for review with branch and district leadership. A temporary rule is being adopted effective March 16, 2020.

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing instructions:

If you have any questions about this policy, contact:

Contact(s): Child Care Policy	
Phone:	Fax:
Email: ChildCare.Policy@dhsosha.state.or.us	