

# Policy Transmittal

## Office of Self-Sufficiency Programs



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 Manager, Child Care Policy

**Authorized signature**

**Number:** SS-PT-20-023  
**Issue date:** 10/09/2020

**Topic:** Child Care

**Due date:** 10/09/2020

**Subject:** Absent day expanded coverage of wildfire related closures

**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 checked="" type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services                                      |
| <input checked="" 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"/> Support Service Brokerage Directors              | <input checked="" type="checkbox"/> Other (please specify): Direct Pay Unit   |
| <input type="checkbox"/> ODDS Children's Residential Services             |   |
| <input type="checkbox"/> Child Welfare Programs                           |   |

<b>Policy/rule title:</b>	Child Care Benefit Eligibility and Payment; COVID-19		
<b>Policy/rule number(s):</b>	<a href="#">461-135-0440</a>	<b>Release number:</b>	
<b>Effective date:</b>	09/01/20	<b>Expiration date:</b>	
<b>References:</b>			
<b>Web address:</b>			

**Discussion/interpretation:**

In response to the recent devastating wildfires in Oregon, a new policy allows providers to bill ODHS for days they are temporarily closed due to wildfires. Closures must have occurred due to the child care facility being located within an evacuation zone level 1, 2, or 3 or a closure due to unhealthy air quality. Unhealthy air quality is an Air Quality Index (AQI) of 101 or higher.

This policy allows providers to bill for unplanned closures during the months of September, October and November 2020. As with all other absent day and closure policies, the provider can only bill for the hours children were scheduled to be in care and they must make it a practice to charge all families for these days, not just those receiving subsidy.

A temporary closure means that the provider closed with the intent to reopen. For those providers whose facilities were destroyed or damaged in the wildfires and they are unable to reopen, they are allowed to charge for closure days only through the end of September.

If a provider submitted a September billing without including hours for closure days, they should contact the Direct Pay Unit (DPU) to request a payment adjustment for that month. All closure days must be included on their attendance logs and marked as absent days.

**Implementation/transition instructions:**

DPU has been notified of this change. No system or form changes are required for this temporary policy change.

**Training/communication plan:**

Letters are being mailed out to all ODHS listed providers.

A FAQ document will be available on the Child Care website.

**Local/branch action required:**

Staff are to advise providers to contact DPU with questions.

**Central office action required:**

Stakeholders and providers are being notified of this change. OAR [461-135-0440](#) has been updated to allow for this policy change.

**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: <a href="mailto:childcare.policy@dhsosha.state.or.us">childcare.policy@dhsosha.state.or.us</a>	