



Information Memorandum Transmittal

Marge Reinhart, Administrator
Office of Self Sufficiency

Authorized Signature

Number: SS-IM-05-02

Issue Date: 01/11/05

Topic: Self Sufficiency Child Care

Subject: New Child Care Provider Listing (DHS7494) Form

Applies to (check all that apply):

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

Message:

The Child Care Provider Listing Form has been revised to bring it more in line with the department-wide criminal history rules (OAR 410-007-0200 to 0380) that took effect in March, 2004. Please recycle existing stocks of the old form.

The revised 7494 now includes an extra page for providers to self-disclose criminal history and gives them an opportunity to explain circumstances and offer evidence of changed behavior.

It also asks providers to tell us if they have lived out of the state within the last 18 months. If so, the Criminal Records Unit will conduct a national records check.

Although the form is now a two-page form rather than a single-page form, providers won't have more to fill out unless they have a criminal history or have recently lived out of state. The change should not result in additional workload or changed process in field offices. It will result in a slight change to the Provider Pay and Criminal Records Unit processes. Although this change will result in some increase in processing time for some providers, we are making every effort to keep this to a minimum.

Thank you for the hard work you do on behalf of our clients and the providers who care for their children. If you have any questions, please call Shiela Carter at (503) 945-6110 or Rhonda Prodzinski at (503) 945-6087. Their groupwise addresses are shiela.a.carter@state.or.us and rhonda.prodzinski@state.or.us.

If you have any questions about this information, contact:

Contact(s):			
Phone:		Fax:	

E-mail:			
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