

Rhonda Prodzinski, Child Care and Refugee
Programs Manager

Authorized Signature

Number: SS-IM-11-006

Issue Date: 01/14/2011

Topic: Child Care

Subject: First Selection from ERDC Reservation List

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 | <input type="checkbox"/> | Health Services |
| <input checked="" type="checkbox"/> | Children, Adults and Families | <input type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input type="checkbox"/> | Other (please specify): |

Message: Around the end of January, DHS will send selection letters to every family on the ERDC Reservation List (RL), inviting them to apply. The RL was created as of October 1, 2010, to include every applicant denied ERDC benefits. Because of budgetary issues, only families transitioning from REF, SFPSS or TANF within the past three months have qualified as new ERDC applicants.

Legislative action capped the ERDC caseload at 10,000, and it has now dropped enough below that mark to allow this action. Families selected from the ERDC RL will not have to meet the TANF-leaver requirement if they apply within 30 days of the date of the selection letter.

The selection letter will include both a link to the online SSP branch directory and the toll-free number for the Direct Pay Unit (DPU). Any staff contacted by a family in response to the letter is asked to write the family's ERDC RL number on the [DHS 7470](#) (ERDC-only) application before handing or mailing it to the applicant. You can access the login page for the RL Web site at <https://apps.state.or.us/cf3/erdcReservation/index.cfm>.

For password or login assistance, please call the Service Desk at 503-945-5623 or e-mail [SERVICEDESK, DHS](#) in Group Wise.

The RL selection letters will have DPU as the return address. DPU staff have been working to clear duplicates off the list and check addresses for accuracy before the mailing. They have also volunteered to handle all the returned mail from the selection process.

Whether the family is a TANF leaver or pulled from the RL, they must meet all ERDC eligibility requirements. Use existing policy on date of request; families establishing a DOR anytime in January by contacting DPU or a branch office are eligible for benefits for the full month of January as long as they qualify.

Staff will be notified of the mailing date of the RL selection letters. Clients will be dropped from the RL when they are mailed selection letters. Those who apply and are found ineligible should be added back to the list. You can find the Child Care Reservation Template on the ERDC Staff Tools page at:

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

Please continue adding denied applicants to the ERDC RL for future selection.

If you have any questions about this information, contact:

Contact(s):	Sandy Ambrose		
Phone:	(503) 945-6092	Fax:	(503) 373-7032
E-mail:	sandy.ambrose@state.or.us or Policy, Childcare		