

Rhonda Prodzinski
Authorized Signature

Number: SS-PT-08-036
Issue Date: 12/15/2008

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 Mental Health Directors
 Area Agencies on Aging
 Health Services
 Children, Adults and Families
 Seniors and People with Disabilities
 County DD Program Managers
 Other (please specify):

Policy/Rule Title:	Various (see below)		
Policy/Rule Number(s):	Various (see below)	Release No:	
Effective Date:	01/01/2009	Expiration:	N/A
References:	ERDC Made Easy PowerPoint, Family Services Manual, Multiple Program Worker Guide #22		
Web Addresses:	http://www.dhs.state.or.us/policy/selfsufficiency/ar_search.htm http://www.dhs.state.or.us/policy/selfsufficiency/publications/ss-pt-08-033.pdf http://www.dhs.state.or.us/policy/selfsufficiency/publications/ss-pt-08-037.pdf		

Discussion/Interpretation: Effective 01/01/09, policy and rules are being amended to clarify use of prospective budgeting when calculating income for ERDC and eliminate the requirement to use current and two prior month's income. ERDC will require 30 days of income verification for budgeting - same as Food Stamp policy.

All references to "periodic review" are being replaced with "re-application" to make clear the application of policy, which is to re-determine eligibility for benefits and re-establish a new eligibility period.

Implementation/Transition Instructions: The following forms were revised and are to be implemented effective 01/01/09:

- **DHS 7476** - ERDC Periodic Review and Food Stamp Application form has been revised to support new policy and renamed to Employment Related Day Care (ERDC) Re-application and Food Stamp (FS) Application.
 - This will eliminate the need for workers to send a DHS 487 for ERDC and a DHS 210 for Food Stamps when the client fails to provide needed verification. Only the

DHS 210 will be needed.

- Revised forms will be distributed to SSP branch offices before December 31, 2008. **Please recycle all prior versions.**
- **DHS 7470** – ERDC Application form has been revised to support new policy around income verification and budgeting and other miscellaneous items. (Can use prior version).
- **DHS 487** – Notice of Incomplete Information form has been revised to remove the “Periodic Review” option box. This form will no longer be used for ERDC. Effective 01/01/09, Notice of Pending Status (DHS 210) form will be used to pend for verification. (Can use prior version for other programs – obsolete for ERDC).

Training/Communication Plan:

- Transmittal to the field including PowerPoint presentation (<http://www.dhs.state.or.us/policy/selfsufficiency/publications/ss-pt-08-036-attach.ppt>) with ERDC policy and form changes.

Local/Branch Action Required:

- Review OARs (see below) and the policy in FSM, Child Care Assistance B and E (changes will be available online effective 01/01/09).
- Review attached PowerPoint presentation that explains the changes. Share this information with all staff and provide the training.

Central Office Action Required:

- Amended OAR 461-170-0150, 461-170-0160, 461-150-0049, 461-175-0220, 461-175-0240, 461-175-0270, 461-175-0305. Repealed OAR 461-170-0170, 461-150-0048.
- Updated FSM Child Care Assistance Chapter and other relevant FSM sections.
- Updated DHS 7470, DHS 7476 and DHS 487 to support new policy around income verification and budgeting and other miscellaneous items.
- Update ERDC Core Training.
- Provide follow-up information and technical support through questions and answers.

Field/Stakeholder review: Yes No

If yes, reviewed by: CAF, SSP Field Review Representatives

Filing Instructions: None

If you have any questions about this policy, contact:

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