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Authorized Signature

SS-PT-09-006-
Number: amended
Issue Date: 03/19/2009

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:	FSM, Child Care E and Various OARs (see below)		
Policy/Rule Number(s):	OAR 461-170-0011, 461-170-0101, 461-170-0102, 461-170-0103, 461-170-0104, 461-170-0150, 461-170-0160, 461-175-0280, 461-180-0006	Release No:	
Effective Date:	04/01/2009	Expiration:	N/A
References:	ERDC and SRS Power Point, Family Services Manual CC E, ERDC SRS Guide		
Web Address:	http://www.dhs.state.or.us/policy/selfsufficiency/publications/ss-pt-09-005-advance-rules-rev.pdf http://www.dhs.state.or.us/policy/selfsufficiency/publications/ss-pt-09-007.pdf http://www.dhs.state.or.us/policy/selfsufficiency/publications/ss-pt-09-006-ppt-attach.ppt http://www.dhs.state.or.us/policy/selfsufficiency/publications/ss-pt-09-006-erdc-attach.pdf		

Discussion/Interpretation: Continuing with program alignment implementation, various rules, policies and forms were amended to allow use of SRS for Employment Related Day Care (ERDC) and Food Stamp (FS) companion cases.

An ERDC case must be in SRS if the companion FS case is in SRS. ERDC will have flexibility in establishing the lengths of APR certification periods up to 12 months to align end dates with FS cases. During the sixth month of the FS certification period, the client must submit a completed Interim Change Report (DHS 852) to receive ERDC/FS benefits in the seventh through 12th months.

For ERDC, reporting requirements will be for cases in SRS. Changes must be reported by the 10th day of the month following the month of occurrence. For FS, SRS reporting requirements remain the same. ERDC SRS reporting requirements are:

- A change in child care providers
- Loss of employment
- A parent of a child or unborn or the spouse of the caretaker moves into the residence
- Income goes above 130% FPL (FS countable income limit)
- A change in mailing address

When acting on reported changes for ERDC SRS cases, follow FS SRS policy and guidelines (FSM FS-F.8).

APR / CRS policy remains the same for cases that have short-term child care needs, ERDC with no FS companion case or the FS companion case is in CRS or TBA.

Implementation/Transition Instructions:

Effective 04/01/09, place ERDC and FS companion cases in SRS and align APR certification end dates whenever appropriate.

When assigning SRS to the ERDC case, code PCMS/CMUP (on the payee) with SRS case descriptor and SRS need resource (N/R) date.

- When establishing a new APR period in months one through four of the FS certification period, the SRS N/R date should match the *Interim Change Report* (Rpt Exp:) date on FSUP.
- When establishing a new APR period in months five through 12 of the FS certification period, the SRS N/R date should match the APR and FS end date.

The DHS 852, DHS 853 and DHS 854 were revised to include ERDC information. There are no changes in how these forms are used. Recycle prior versions and begin using the 04/09 versions. The DHS 487 will be used to notify the client when the *Interim Change Report* (DHS 852) is incomplete (this form was obsolete for ERDC in January 2009).

Training/Communication Plan:

- Local review of the transmittal and 'ERDC and SRS' PowerPoint presentation.

Local/Branch Action Required:

- Review amended Administrative Rules and policy changes in FSM, Child Care E.
- Review 'ERDC and SRS' PowerPoint presentation and ERDC SRS Guide.
- Share this information with staff and provide the training.

Central Office Action Required: In support of this change, Central Office has completed the following:

- Revised the Family Services Manual and relevant OARs.

- Revised DHS 852, DHS 853 and DHS 854 to include the ERDC program.
- Updated ERDC Core Training.
- Developed Power Point and guide.
- Edited CMS to support longer APR lengths (up to 12 months) and “SRS” case descriptor and need resource.
- 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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