

Rhonda Prodzinski, Child Care and Refugee
Program Manager

Authorized Signature
Number: SS-PT-10-012

Issue Date: 06/15/2010

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:	Eligibility of Child Care Providers		
Policy/Rule Number(s):	461-165-0180, Family Services Manual-CC, G.	Release No:	
Effective Date:	07/01/2010	Expiration:	N/A
References:	HB 2868		
Web Address:	OAR 461-165-0180 FSM CC-g		

Discussion/Interpretation: Effective July 1, 2010, orientation class is required for license-exempt child care providers.

Due to the passage of HB 2868 by the 2010 Oregon Legislature, child care providers who are not subject to certification or registration with the Child Care Division of the Employment Department, (*also known as 'license-exempt' or 'Family, Friend and Neighbor-FFN' providers*), who are approved to receive payment by the Department of Human Services (DHS) after June 30, 2010, are required to attend a Child Care Provider Orientation provided by the department or a Child Care Resource and Referral Agency (CCR&R) within 90 days of being approved. *Local CCR&R agencies have been offering voluntary orientations since January 2007.*

Additionally, after June 30, 2010, a license-exempt provider who resumes providing care after a break of one year or more must attend the Child Care Provider Orientation within 90 days of approval for payment.

Orientations are required to be held at least quarterly and must include, but is not limited to, information about:

- (a) DHS listing, vouchers and payments,
- (b) Child care provider rights and responsibilities,
- (c) Enhanced rate training options,
- (d) USDA Food program, and
- (e) Other resources available to child care providers.

Training/Communication Plan:

- A mass mailing notice will be sent to all clients currently receiving child care to inform them of the new provider requirements ([see attached](#)).
- Information about the requirement to attend the child care orientation is being added to the DHS 7494 Child Care Provider Listing form.
- Information has been added to the 3/2010 revision of the Child Care Provider Guide ([DHS 7492](#)) and will be added to the next revision of the Parent's Guide to Child Care (DHS 7478).
- Beginning July 1, 2010, an automatic notice will be sent to all new providers listed by the Direct Pay Unit (DPU). ([See attached](#)).
- A Y/N field will be added to DPPM to show if the provider attended the orientation with a date field to show when the orientation was completed.

Local/Branch Action Required:

The local branch offices will need to inform their clients about the requirement if they know the family is choosing a license-exempt provider who has never been listed on the DPPM screen. (See 'List Date' field on DPPM. If the field is empty, or if no record exists, they have not been listed and may be required to attend an orientation.)

Clients who need information about selecting a new provider or providers who need information about child care training should be referred to their local Child Care Resource and Referral Agency. This information is available in the 3/2010 revision of the *Child Care Provider Guide* ([DHS 7492](#)) beginning on page 65. The guide is also available online at the [Child Care](#) section.

Central Office Action Required:

Completed.

Field/Stakeholder review: Yes No

If yes, reviewed by: Service Employees International Union (SEIU), Child Care Resource & Referral (CCR&R) agencies, Oregon Child Care Resource & Referral Network (OCCRRN), Child care provider groups.

Filing Instructions: [461-165-0180](tel:461-165-0180)
[FSM Child Care Assistance, Section G](#)

If you have any questions about this policy, contact:

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