

Rhonda Prodzinski, Child Care and Refugee Programs Manager

Authorized Signature

Number: SS-PT-11-002

Issue Date: 01/21/2011

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:	First Pull from ERDC Reservation List (RL) and Notification of E-Board Action to Clients & Providers		
Policy/Rule Number(s):	OAR 461-135-0400	Release No:	
Effective Date:	January 24, 2011	Expiration:	
References:	SS-IM-10-033 , SS-IM-11-006		
Web Address:			

Discussion/Interpretation: DHS plans to send a letter to every family on the ERDC Reservation List (RL) on January 24. The [letter](#) informs them that they may now apply for ERDC. The letter will be sent in Cantonese, English, Russian, Somali, Spanish and Vietnamese. Every family added to the RL before January 21 will be included in the mailing because the number on the list is almost identical to the number of currently open slots.

Prospective applicants will contact their local branch office or the Direct Pay Unit (DPU) to request an application. The selection letter will include the family’s RL number. Please write that number on the upper right-hand corner of the application above the agency use box before giving it to the family. If they have misplaced the letter, access the [RL](#), find their name and write their RL number on the application. Families requesting day care only should be sent or given the *Application for Employment-Related Day Care Program (ERDC)* ([DHS 7470](#)). Use the *Application for Services (DHS 415F)* form for those inquiring about other benefits (e.g., SNAP).

For a refresher on using the ERDC RL, refer to [SS-IM-10-033](#) for a link to the user guide.

Process these new applications according to standard ERDC policy, including date of request and processing timeframes. The only difference is that families applying within 30 days of the date on the RL selection letter do **not** have to meet the TANF-leaver requirement.

Please continue to add families to the RL as they are denied. You can access the RL template at <http://www.dhs.state.or.us/caf/ss/erdc/index.html>.

After January EOM, every ERDC approval or denial action requires an additional CMS case descriptor on the payee:

ERL identifies eligibility determined within 30 days of selection from the RL; ETL identifies those eligible because they have received REF, SFPSS or TANF benefits within three months of applying for ERDC.

There is no additional coding for applicants who do not fall into one of these categories.

Notification of E-Board action: Later in the month, a separate [letter](#) and [FAQ](#) will be sent to current clients, informing them of the Legislative decision to continue funding ERDC through June 30, 2011. The update is necessary because the original budget decision was to end eligibility on December 31, 2010, for families who had not transitioned from TANF. Those informational mailers are linked above.

Implementation/Transition Instructions: Put new c/d into production on CMS.

Training/Communication Plan: Review with office staff.

Local/Branch Action Required: Respond to requests for ERDC applications as detailed above. Write the RL number on page 1 of the application before giving to client.

Central Office Action Required: Pull every name from the ERDC RL as of January 21, 2011, and send letters inviting them to apply. Deactivate every family sent a selection letter.

Field/Stakeholder review: Yes No

If yes, reviewed by:

Filing Instructions:

If you have any questions about this policy, contact:

Contact(s):	Sandy Ambrose or Aubri Chatwin		
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