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Analyst

Authorized Signature

Number: SS-PT-16-018

Issue date: 07/15/2016

Topic: Child Care

Subject: Deactivation of the ERDC Reservation List

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):

- | | |
|---|--|
| <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 type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services(ODDS) |
| <input checked="" type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children’s Intensive In Home Services |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children’s Residential Services | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Deactivation of the ERDC Reservation List		
Policy/rule number(s):	OAR 461-115-0016	Release no:	
Effective date:	08/01/16	Expiration:	
References:	FSM Child Care B		
Web address:	https://apps.state.or.us/cf1/caf/arm/A/461-115-0016.htm		

Discussion/interpretation:

We are pleased to tell you that the reservation list for the Employment Related Day Care (ERDC) program is being deactivated effective August 1, 2016.

Starting August 1, 2016, families will **no longer** need to meet the following:

- TANF transition policy
- Receipt of ERDC in the last two (2) calendar months

- Eligibility for a current open slot with a Head Start, Early Head Start Partnership or OPQ contracted program
- Child Welfare exemption referral

Implementation/transition instructions:

Reservation list selection:

Wednesday July 20, 2016 workers will have until the close of business at 5 p.m. to add names to the ERDC reservation list prior to the selection. After that time the ERDC RESERVATION email will be deactivated and will provide an auto response that no additional names are being accepted.

Reservation list selection letters will be mailed Monday August 1, 2016.

The selection and deactivation have been aligned so all applicants, whether selected from the reservation list or newly applying, will be able to be reviewed for ERDC eligibility without reservation list criteria starting Monday August 1, 2016.

Approximately 3,000 families will be receiving a letter inviting them to apply for child care benefits. Historically, the child care program has seen a 20% response to ERDC reservation list selection letters.

Training/communication plan:

Review with SSP staff including: front line, eligibility workers and case managers.

Local/branch action required:

For families added to the ERDC reservation list:

- No further action is needed. It is the family's responsibility to contact the branch office to request ERDC benefits. If a family requests benefits and they have been denied ERDC within the last 45 days, the application may be used to determine August eligibility.

For families not added to the ERDC reservation list with a DOR in the 45 days prior to deactivation (6/17/16 - 7/31/16):

- ERDC eligibility will need to be reviewed for prior months (June and/or July) based on reservation list criteria. If not eligible, send a denial notice for the appropriate months. Review for August eligibility without applying reservation list criteria.

Resource information:

Families needing assistance locating and identifying stable, quality child care should be referred to [211Info](#) by:

1. Dialing: 211;
2. Texting: the keyword "children" to 898211;
3. Emailing: children@211.org; or
4. Visiting: 211info.org

Please contact policy.childcare@dhsosha.state.or.us if you have additional questions.

Central office action required:

Letters will be sent to all families on the reservation list.

Child care partners will be notified.

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing instructions:

If you have any questions about this policy, contact:

Contact(s):	Jennifer Irving 503-945-5729 Sara Mills 503-945-5737		
Phone:	See above.	Fax:	
Email:	childcare.policy@dhsosha.state.or.us		