

PART 2

CCDF SUBSIDY PROGRAM ADMINISTRATION

2.1 Administration of the Program

The Lead Agency has broad authority to administer (i.e., establish rules) and operate (i.e., implement activities) the CCDF program through other governmental, non-governmental, or other public or private local agencies as long as it retains overall responsibility for the administration of the program. (658D(b), §98.11(a))

2.1.1. Which of the following CCDF program rules and policies are set or established at the State/Territory versus the local level? Identify the level at which the following CCDF program rules and policies are established.

Effective Date: 01-OCT-13

- Eligibility rules and policies (e.g., income limits) are set by the:
 - State/Territory
 - Local entity.

If checked, identify the type of policies the local entity(ies) can set

NA

- Other.
- Describe:

The Early Learning Council provides overall guidance to Oregon's early childhood system. The Lead Agency provides policy guidance and helps ensure children's developmental needs are supported.

Employment Related Day Care eligibility rules and program policies are established by the Department of Human Services (DHS.) The Lead Agency uses the eligibility rules, income limits, and payment rates that are established by DHS. Lead Agency meets monthly with DHS to discuss potential rule and policy changes and to collaboratively ensure that DHS rules are in compliance with CCDF regulations.

Migrant/seasonal child care subsidies are administered by the Lead Agency. Payment rates are based on Group Area A for the state (ERDC rates) for certified centers, but the provider cannot charge a higher rate to just the migrant family if the provider is in a lower Group payment tier.

- Sliding fee scale is set by the:
 - State/Territory
 - Local entity.

If checked, identify the type of policies the local entity(ies) can set

NA

Other.

Describe:

NA

Payment rates are set by the:

State/Territory

Local entity.

If checked, identify the type of policies the local entity(ies) can set

NA

Other.

Describe:

NA

2.1.2. How is the CCDF program operated in your State/Territory? In the table below, identify which agency(ies) performs these CCDF services and activities.

Effective Date: 01-OCT-13

Implementation of CCDF Services/Activities
<p>Who determines eligibility?</p> <p>Note: If different for families receiving TANF benefits and families not receiving TANF benefits, please describe:</p> <p>NA</p>

Agency (Check all that apply)

CCDF Lead Agency

TANF agency

Other State/Territory agency.

Describe:

Local government agencies such as county welfare or social services departments

Child care resource and referral agencies

Community-based organizations

Other.

Describe:

A number of contracts to serve special populations provide eligibility determination services. This includes school district teen parent programs migrant/seasonal farm worker programs, inclusive child care programs through Oregon Council on Developmental Disabilities, and alcohol and drug treatment programs.

Who assists parents in locating child care (consumer education)?

Agency (Check all that apply)

- CCDF Lead Agency
- TANF agency
- Other State/Territory agency.

Describe:

Both the Lead Agency and the Department of Human Services, through joint contracts with all 13 child care resource and referral agencies, assist parents in locating appropriate child care and provide comprehensive consumer education.

- Local government agencies such as county welfare or social services departments
- Child care resource and referral agencies
- Community-based organizations
- Other.

Describe:

The Child Care Resource and Referral (CCR&R) organizations in 13 service delivery areas across the state are the primary state-funded resource for child care referrals. Many community-based organizations also provide information on the CCR&R services available in the local service delivery area

Who issues payments?

Agency (Check all that apply)

- CCDF Lead Agency
- TANF agency
- Other State/Territory agency.

Describe:

- Local government agencies such as county welfare or social services departments
- Child care resource and referral agencies
- Community-based organizations
- Other.

Describe:

NA

Describe to whom is the payment issued (e.g., parent or provider) and how are payments distributed (e.g., electronically, cash, etc)

Payments are distributed by electronic deposit or check directly to child care providers by the Lead Agency for targeted populations subsidies or the Department of Human services for Employment Related Day Care subsidies. No payments are given to parents for disbursement to their child care provider.

Other. List and describe:

NA

2.2. Family Outreach and Application Process

Lead Agencies must inform parents of eligible children and the general public of the process by which they can apply for and potentially receive child care services. (658D(b)(1)(A), 658E(c)(2)(D) & (3)(B), §§98.16(k), 98.30(a)-(e). **Note** - For any information in questions 2.2.1 through 2.2.10 that differs or will differ for families receiving TANF, please describe in 2.2.11.

2.2.1. By whom and how are parents informed of the availability of child care assistance services under CCDF? (658E(c)(2)(A), §98.30(a)) Check all agencies and strategies that will be used in your State/Territory.

Effective Date: 01-OCT-13

- CCDF Lead Agency
- TANF offices
- Other government offices
- Child care resource and referral agencies
- Contractors
- Community-based organizations
- Public schools
- Internet

(provide website): <http://www.oregon.gov/DHS/children/childcare/> OR www.childcareinoregon.org
OR www.oregonchildcare.org

- Promotional materials
- Community outreach meetings, workshops or other in-person meetings
- Radio and/or television
- Print media
- Other.

Describe:

Consumer Education materials used for the Employment Related Day Care subsidy program are translated from English into Spanish, Russian, and Vietnamese and other essential languages as needed based on county demographics. The Department of Human Services website also has translated web pages that are accessible to non or limited English speaking Spanish, Russian, and Vietnamese clients. All offices have access to Language Line. All child care resource and referral agencies distribute materials in alternate languages and also have access to Language Line through the Lead Agency account.

ERDC Orientations and Child Care Provider Overviews are also offered in the three alternate languages.

2.2.2. How can parents apply for CCDF services? Check all application methods that your State/Territory has chosen to implement.

Effective Date: 01-OCT-13

- In person interview or orientation
- By mail
- By Phone/Fax
- Through the Internet

(provide website): <http://www.oregon.gov/DHS/children/childcare/>

- By Email
- Through a State/Territory Agency
- Through an organization contracted by the State/Territory
- Other.

Describe:

NA

2.2.3. Describe how the Lead Agency provides consumer education to parents applying for CCDF assistance to promote informed choices about the quality of care provided by various providers in their communities.

Effective Date: 01-OCT-13

Lead Agencies must certify that the State/Territory will collect and disseminate to parents of eligible children and the general public, consumer education information that will promote informed child care choices (658E (c)(2)(G), §98.33).

For example, memorandums of understanding with resource and referral agencies to provide consumer education to families applying for CCDF assistance, providing parents with provider lists showing licensing history and/or Quality Rating and Improvement System (QRIS) ratings, or informational brochures that address importance of quality and different care options available.

Both the Lead Agency and the Department of Human Services, through joint contracts with all 13 child care resource and referral (CCR&R) agencies, provide comprehensive consumer education in locating appropriate child care to parents applying for CCDF assistance. The CCR&Rs are the primary state-funded resource for child care referrals. DHS field offices and other community-based organizations provide information to parents on the CCR&R services available in the local service delivery area.

2.2.4. Describe how the Lead Agency will support child care programs to increase the likelihood that CCDF-served children receive higher quality care as defined in your State/Territory.

Effective Date: 01-OCT-13

For example, methods used to promote upward movement in quality rating and improvement system, methods used to encourage high quality programs to participate in the subsidy program such as tiered reimbursement, or incentives used to support high quality programs in rural, suburban, urban, and low-income communities.

License-Exempt Home and Relative Providers:

Family child care providers exempt from licensing are required to attend a Child Care Provider Orientation. This training covers the DHS listing process, billing/payment process, provider rights and responsibilities and the different food program resources available through the U.S. Department of Agriculture (USDA). Providers receive a Michigan R.E.A.D.Y Kit that includes materials for infants, toddlers and preschoolers that support development and school readiness. The tool kits are available in English and Spanish.

There is also enhanced rate training available after the orientation, for providers who are interested in receiving a higher rate of pay. The enhanced rate training's include CPR/first aid, how to recognize child abuse and assistance in getting a food handlers card. To reach the DHS enhanced rate, classes are offered at no cost to the provider and a stipend is given for each hour the class is in session.

In collaboration with SEIU, DHS, CCD, and local Child Care Resource & Referrals and local libraries, an evidenced-based demonstration project is currently being developed for late 2013 for DHS license-exempt home and relative providers.

Contracted Slots – final field test results on contracted slots will be used to look at how to create this option for families in QRIS top tiered programs. These programs have highly qualified personnel and offer high quality care including family involvement, child development and learning, and health and safety. ERDC eligible children age 0-6 who meet the contract criteria receive 12 month eligibility.

2.2.5. Describe how the Lead Agency promotes access to the CCDF subsidy program? Check the strategies that will be implemented by your State/Territory.

Effective Date: 01-OCT-13

- Provide access to program office/workers such as by:
- Providing extended office hours
- Accepting applications at multiple office locations
- Providing a toll-free number for clients
- Email/online communication
- Other.

Describe:

Provide subsidy via vouchers to all types of care as well as contracted slots to quality rated providers

- Using a simplified eligibility determination process such as:
- Simplifying the application form (such as eliminating unnecessary questions, lowering the reading level)
- Developing a single application for multiple programs
- Developing web-based and/or phone-based application procedures
- Coordinating eligibility policies across programs.

List the program names: [SNAP](#), [TANF](#) and [Medical](#)

- Streamlining verification procedures, such as linking to other program data systems
- Providing information multi-lingually
- Including temporary periods of unemployment in eligibility criteria for new applicants (job search, seasonal unemployment).

Length of time: [Applicants must be employed at initial eligibility](#)

(Note: this period of unemployment should be included in the Lead Agency's definition of working, or job training/educational program at 2.3.3).

Other.
Describe:

[NA](#)

Other.
Describe:

[NA](#)

None

2.2.6. Describe the Lead Agencies policies to promote continuity of care for children and stability for families. Check the strategies, if any, that your State/Territory has chosen to implement.

Effective Date: 01-OCT-13

Provide CCDF assistance during periods of job search.

Length of time: [Through the end of the month in which employment was lost and the following month](#)

Establish two-tiered income eligibility to allow families to continue to receive child care subsidies if they experience an increase in income but still remain below 85% of State median income (SMI)

Synchronize review date across programs

List programs:

Employment Related Day Care (ERDC)

Temporary Assistance for Needy Families (TANF)

Supplemental Nutrition Assistance Program (SNAP)

Medicaid; and, State Child Healthcare Insurance Program (SCHIP)

Longer eligibility re-determination periods (e.g., 1 year).

Describe:

For ERDC cases that have a companion SNAP benefit, a longer eligibility redetermination period of one (1) year is allowed. If there is no SNAP companion benefit, then the ERDC eligibility determination period is six (6) months.

ERDC cases with companion SNAP cases in SRS reporting are certified for up to 12 months (this includes 80% of the ERDC cases). The cert. period can be less than 12 months to align with the SNAP case.

The remaining cases are certified for up to 6 months. It can be less than 6 months to align with another program or when there is a short term child care need

Children in contracted child care slots (Head Start and Oregon Program of Quality) have protected eligibility (as long as they meet the requirements of the contract) through the end of the contract period. Contracts are set up for a 12 month period through Aug. 31 of the contract year. Children can be placed in a contracted slot anytime during the contract period. Protected eligibility for the child is up to 12 months depending on when the child was placed in the contracted slot.

Extend periods of eligibility for families who are also enrolled in either Early Head Start or Head Start and pre-k programs.

Describe:

Children in Head Start contracted child care slots have protected eligibility (as long as they meet the requirements of the contract) through the end of the contract period (through Aug. 31 of the contract year).

Extend periods of eligibility for school-age children under age 13 to cover the school year.

Describe:

NA

- Minimize reporting requirements for changes in family's circumstances that do not impact families' eligibility, such as changes in income below a certain threshold or change in employment
- Individualized case management to help families find and keep stable child care arrangements.

Describe:

DHS field office staff discuss child care arrangements with the family and refer them to the local CCR&R.

- Using non-CCDF Funds to continue subsidy for families who no longer meet eligibility, such as for children who turn 13 years of age during the middle of a program year

- Other.

Describe:

Eighty percent of ERDC cases qualify for simplified federal reporting. Targeted case management applies to the TANF JOBS, which has a tiered system of families with instability risk. This means that families are categorized based on instability risk; for example, teen parents are a higher priority - meaning they have a higher risk of instability.

- None

2.2.7. How will the Lead Agency provide outreach and services to eligible families with limited English proficiency? Check the strategies, if any, that your State/Territory has chosen to implement.

Effective Date: 01-OCT-13

- Application in other languages (application document, brochures, provider notices)
- Informational materials in non-English languages
- Training and technical assistance in non-English languages
- Website in non-English languages
- Lead Agency accepts applications at local community-based locations
- Bilingual caseworkers or translators available
- Outreach Worker
- Other.

Describe:

The Oregon Helps website, funded in part by Department of Human Services, is a screening and program information tool for over 30 assistance programs throughout the state. The site provides all information in English, Russian, Spanish, and Vietnamese. It is continually revised to keep current with program updates and add information on other benefit packages. The website is located at <http://oregonhelps.org>.

The Lead Agency, Department of Human Services, and other contracted child care partners, both state and local, have bilingual staff to assist families and providers, and access to interpretive services and the Language Line. Vital documents required to access services (applications and

information) are translated into federal essential languages.

None

If the Lead Agency checked any option above related to providing information or services in other non-English languages, please list the languages offered :

Spanish, Russian, Vietnamese

2.2.8. How will the Lead Agency overcome language barriers with providers? Check the strategies, if any, that your State/Territory has chosen to implement.

Effective Date: 01-OCT-13

- Informational materials in non-English languages
- Training and technical assistance in non-English languages
- CCDF health and safety requirements in non-English languages
- Provider contracts or agreements in non-English languages
- Website in non-English languages
- Bilingual caseworkers or translators available
- Collect information to evaluate on-going need, recruit, or train a culturally or linguistically diverse workforce
- Other.

The Lead Agency aligns with the Oregon Educational Investment Board's Equity Lens to "to advise and support the building, implementation and investment in a unified public education system in Oregon that meets the diverse learning needs of every pre-K through postsecondary student..."

The Office of Equity and Multicultural Services (OEMS) in DHS was established in 2011. OEMS is charged with providing leadership and direction supporting equity, diversity and inclusion for the Oregon Department of Human Services (DHS). Strategically, OEMS is currently organized around three major areas: 1) Service Equity 2) Civil Rights, Affirmative Action, and Equal Opportunity; and 3) Workforce Diversity Development.

None

If the Lead Agency checked any option above related to providing information or services in other non-English languages, please list the languages offered:

Spanish, Russian, Vietnamese

2.2.9. Describe how the Lead Agency documents and verifies applicant information using the table below. (§98.20(a))

Effective Date: 01-OCT-13

Check the strategies that will be implemented by your State/Territory. **Attach** a copy of your parent application for the child care subsidy program(s) as **Attachment 2.2.9** or provide a web address, if available: Web address: <http://www.oregon.gov/DHS/children/childcare/> - Direct link to application: <https://apps.state.or.us/Forms/Served/de7470.pdf>

The Lead Agency requires documentation of:	Describe how the Lead Agency documents and verifies applicant information:
<input checked="" type="checkbox"/> Applicant identity	<i>Subsidy agency checks applicant identity only if it appears questionable through photo identification, wage stubs, birth certificate, or other documentation.</i>
<input checked="" type="checkbox"/> Household composition	<i>Subsidy agency checks household composition only if it appears questionable through photo identification or identification card, voter registration card, birth certificate, wage stubs, letter of custody, adoption papers, or other documentation.</i>
<input checked="" type="checkbox"/> Applicant's relationship to the child	<i>Subsidy agency checks applicant's relationship to the child only if it appears questionable through birth certificate, letter of custody, baptismal certificate, military service papers, immigration papers, school records, social security card or records, or other documentation.</i>
<input checked="" type="checkbox"/> Child's information for determining eligibility (e.g., identity, age, etc.)	<i>Immigration status; child must be a citizen. If questionable, subsidy agency will check birth certificate, lawful permanent status card, or other documentation.</i>
<input checked="" type="checkbox"/> Work, Job Training or Educational Program	<i>Work and /or job training is verified by paystubs, employer letter, W-2 forms, online sources. Education does not apply to the Employment Related Day Care program unless it is work study verified by wage stubs and financial aid letter.</i>
<input checked="" type="checkbox"/> Income	<i>Pay stubs, award letters, employer info, online sources.</i>
<input checked="" type="checkbox"/> Other. Describe:	<i>Family may be eligible for subsidy if the second parent is unable to work and cannot provide child care for the working parent. The family must document the physical or mental disability that prevents ability to provide care. DHS field staff will pursue additional information if any document appears questionable or is unverifiable. JOBS child care clients have already met the TANF eligibility requirement before they can participate. TANF eligibility and verification requirements are more stringent than ERDC requirements.</i>
NA	

2.2.10. Which strategies, if any, will the Lead Agency use to assure the timeliness of eligibility determinations upon receipt of applications?

Effective Date: 01-OCT-13

Time limit for making eligibility determinations.

Describe length of time 45 days, which can be extended for circumstances beyond client's control

Track and monitor the eligibility determination process

Other.

Describe

NA

None

2.2.11. Are the policies, strategies or processes provided in questions 2.2.1 through 2.2.10 different for families receiving TANF? (658E(c)(2)(H) & (3)(D), §§98.16(g)(4), 98.33(b), 98.50(e))

Effective Date: 01-OCT-13

Yes.

If yes, describe:

Application process - For TANF families, the client is required to have a face-to-face interview with an intake worker. For Employment Related Day Care, a phone interview is preferred; however, a face-to-face interview will be granted at the applicant's request.

No.

2.2.12. Informing parents who receive TANF benefits about the exception to the individual penalties associated with the TANF work requirement.

The regulations at §98.33(b) require the Lead Agency to inform parents who receive TANF benefits about the exception to the individual penalties associated with the work requirement for any single custodial parent who has a demonstrated inability to obtain needed child care for a child under 6 years of age. Lead Agencies must coordinate with TANF programs to ensure, pursuant that TANF families with young children will be informed of their right not to be sanctioned if they meet the criteria set forth by the State TANF agency in accordance with section 407(e)(2) of the Social Security Act. In fulfilling this requirement, the following criteria or definitions are applied by the TANF agency to determine whether the parent has a demonstrated inability to obtain needed child care. **NOTE:** The TANF agency, not the CCDF Lead Agency, is responsible for establishing

the following criteria or definitions. These criteria or definitions are offered in this Plan as a matter of public record.

Effective Date: 01-OCT-13

a) Identify the TANF agency that established these criteria or definitions:

State/Territory TANF Agency [Oregon Department of Human Services](#)

b) Provide the following definitions established by the TANF agency.

- "appropriate child care": (a) both the provider and the place where care is provided meet the [Department of Human Services](#); health, safety and provider requirements defined in administrative rules; (b) the care accommodates the parent's work schedule; and (c) the care meets the specific needs of the child, such as age, developmental needs and special needs requirements.
- "reasonable distance": The parent's total travel time from home to the child care provider and the workplace or JOBS activity will be no more than one hour either way unless a longer commute time is customary in the community.
- "unsuitability of informal child care": The [Department of Human services](#) requires informal child care providers to meet health and safety standards, including background checks. Care that does not meet the criteria in [appropriate child care](#) would be considered unsuitable.
- "affordable child care arrangements": Those where the expense to the parent(s) is less than ten percent of family income.

c) How are parents who receive TANF benefits informed about the exception to individual penalties associated with the TANF work requirements?

- In writing
 Verbally
 Other.
Describe:

NA

2.3. Eligibility Criteria for Child Care

In order to be eligible for services, children must (1) be under the age of 13, or under the age of 19 if the child is physically or mentally disabled or under court supervision; (2) reside with a family whose income is less than 85 percent of the State's median income for a family of the same size; and (3) reside with a parent or parents who is working or attending job training or an educational program; or (4) be receiving or needs to receive protective services. (658P(3), §98.20(a))

2.3.1. How does the Lead Agency define the following eligibility terms?

residing with -

Child shall reside with a parent, who is the person responsible for the care, control, and supervision of the child. Parent means a parent by blood, marriage or adoption, legal guardian, or other person standing in loco parentis.

in loco parentis -

In place of the parent; may include, but is not limited to a step-parent, guardian, or legal guardian.

2.3.2. Eligibility Criteria Based Upon Age

Effective Date: 01-OCT-13

a) The Lead Agency serves children from birth weeks to under 13 years (may not equal or exceed age 13).

b) Does the Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are physically and/or mentally incapable of self-care? (658E(c)(3)(B), 658P(3), §98.20(a)(1)(ii))

Yes, and the upper age is **through age 17** (may not equal or exceed age 19).
Provide the Lead Agency definition of *physical or mental incapacity* -

A child or youth under age 18 who may require a level of care above the norm for his/her age due to disabilities, emotional or behavioral disorders, or special health care needs. Same as special needs child

No.

c) Does the Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are under court supervision? (658P(3), 658E(c)(3)(B), §98.20(a)(1)(ii))

Yes, and the upper age is **17** (may not equal or exceed age 19).

No.

2.3.3. Eligibility Criteria Based Upon Work, Job Training or Educational Program

a) How does the Lead Agency define "working" for the purposes of eligibility? Provide a narrative description below, including allowable activities and if a minimum number of hours is required.

Reminder - Lead Agencies have the flexibility to include any work-related activities in its definition of working, including periods of job search and travel time. (§§98.16(f)(3), 98.20(b))
working-

At least one caretaker must receive income from employment (other than self-employment) or through a work study program. Employment normally means work resulting in earned income. This includes paid work experience, paid practicum assignments, and work study as part of an education program. There are no required minimum work hours; however, child care need must be determined by comparing the amount of subsidy payment to the parent's copayment amount. If the copayment amount is larger than the subsidy payment, there is no child care need and, therefore, no eligibility. Child care need also means that the care is necessary to maintain employment. This means the nature of the parent's work makes it necessary that someone else care for the child during working hours. Working also includes job search for those that become jobless within the ERDC subsidy program, see continuity of care 2.2.6.

b) Does the Lead Agency provide CCDF child care assistance to parents who are attending job training or an educational program? (§§98.16(g)(5), 98.20(b))

Yes.

If yes, how does the Lead Agency define "attending job training or educational program" for the purposes of eligibility? Provide a narrative description below.

Reminder - Lead Agencies have the flexibility to include any training or education-related activities in its definition of job training or education, including study time and travel time.

attending job training or educational program -

The ERDC program does allow child care assistance to parents needing child care for job training that is mandatory for new employment or to maintain current employment. Child care assistance is provided to parents attending higher education if the parent is receiving work/study hours. ERDC covers only those hours of care the parent is actually participating in the work/study program.

There are student-parents accessing child care subsidies through the Inclusive Child Care (ICC) program contracted by the Lead Agency, and administered by the Oregon Council for Developmental Disabilities. These parents have to meet the eligibility guidelines for the program and the child has to meet the state definition for 'special needs'.

For student-parents that meet eligibility for the ICC program, 'attending a job or educational program' means training or education that leads to a degree or certificate completion. Student-parents must be attending at least six (6) hours per work.

No.

2.3.4. Eligibility Criteria Based Upon Receiving or Needing to Receive Protective Services

Effective Date: 01-OCT-13

a) Does the Lead Agency provide child care to children in protective services?
(§§98.16(f)(7), 98.20(a)(3)(ii)(A) & (B))

Yes.

If yes, how does the Lead Agency define "protective services" for the purposes of eligibility? Provide a narrative description below.

Reminder - Lead Agencies have the flexibility to define protective services beyond formal child welfare or foster care cases. Lead Agencies may elect to include homeless children and other vulnerable populations in the definition of protective services.

Note - If the Lead Agency elects to provide CCDF-funded child care to children in foster care whose foster care parents are not working, or who are not in education/training activities for CCDF purposes these children are considered to be in protective services and should be included in this definition.

protective services

• protective services– Children who have either experienced abuse or neglect or are at risk of abuse or neglect as a result of parent/primary caregiver's use and/or abuse of alcohol or other drugs. CCDF dollars are not used for children in protective services or under the care of the Department of Human Services, Child Protective Services.

No.

b) Does the Lead Agency waive, on a case-by-case basis, the co-payment and income eligibility requirements for cases in which children receive, or need to receive, protective services? (658E(c)(3)(B), 658P(3)(C)(ii), §98.20(a)(3)(ii)(A))

Yes.

No.

2.3.5. Income Eligibility Criteria

Effective Date: 01-OCT-13

a) How does the Lead Agency define "income" for the purposes of eligibility? Provide the Lead Agency's definition of "income" for purposes of eligibility determination. (§§98.16(g)(5), 98.20(b))

income -

Income- Countable income includes all income received by the immediate family members living in the household except transfer income or earned income of children. There are no income deductions.

b) Which of the following sources of income, if any, will the Lead Agency exclude or deduct from calculations of total family income for the purposes of eligibility determination? Check any income the Lead Agency chooses to exclude or deduct, if any.

- Adoption subsidies
- Foster care payments
- Alimony received or paid
- Child support received
- Child support paid
- Federal nutrition programs
- Federal tax credits
- State/Territory tax credits
- Housing allotments, Low-Income Energy Assistance Program (LIHEAP) or energy assistance
- Medical expenses or health insurance related expenses
- Military housing or other allotment/bonuses
- Scholarships, education loans, grants, income from work study
- Social Security Income
- Supplemental Security Income (SSI)
- Veteran's benefits
- Unemployment Insurance
- Temporary Assistance for Needy Families (TANF)
- Worker Compensation
- Other types of income not listed above:

Disaster Relief, some Domestic Volunteer Services Act payments, Gifts and Winnings, Independent Living Subsidies, Indian/Native American Benefits, Individual Education Account ,Inheritance, unearned in-kind income, some National and Community Services Trust Act payments, Older Americans Act, Personal Injury Settlement, Radiation Exposure Compensation Act, Refunds, Uniform Relocation Act Reimbursement and Victim's Assistance.

Notes

- Foster care payments - ***counted if the child receiving the foster care payment is in the filing group and excluded if the child is not in the filing group***
- Federal nutrition programs - ***SNAP is excluded; USDA meal reimbursements paid to the filing group are counted***

- Veteran's benefits - **Oregon excludes Aid and Attendance benefits and payments to Vietnam veterans under P.L. 104-204 for children who are born with Spina Bifida. Other monthly veterans' benefits are included.**

None

c) Whose income will be excluded, if any, for purposes of eligibility determination? Check anyone the Lead Agency chooses to exclude, if any.

- Children under age 18
- Children age 18 and over - still attending school
- Teen parents
- Unrelated members of household
- All members of household except for parents/legal guardians
- Other.

Describe:

NA

None

d) Provide the CCDF income eligibility limits in the table below. **Complete** columns (a) and (b) based upon maximum eligibility initial entry into the CCDF program. Complete Columns (c) and (d) **ONLY IF** the Lead Agency is using income eligibility limits lower than 85% of the SMI.

Reminder - Income limits must be provided in terms of State Median Income (SMI) (or Territory Median Income) even if federal poverty level is used in implementing the program. (§98.20(a)(2)). FY 2013 poverty guidelines are available at <http://aspe.hhs.gov/poverty/13poverty.shtml>.

Family Size	(a) 100% of State Median Income (SMI)(\$/month)	(b) 85% of State Median Income (SMI)(\$/month) [Multiply (a) by 0.85]	IF APPLICABLE Income Level if lower than 85% SMI	
			(c) \$/month	(d) % of SMI [Divide (c) by (a), multiply by 100]
1	3075	2614	0	0
2	4021	3418	2392	59
3	4967	4222	3011	61
4	5913	5026	3631	61
5	6859	5830	4251	62

e) Will the Lead Agency have "tiered eligibility" (i.e., a separate income limit at re-determination to remain eligible for the CCDF program)?

Yes.

If yes, provide the requested information from the table in 2.3.5d and **describe below**:

Note: This information can be included in the table below.

NA

No.

Family Size	(a) 100% of State Median Income (SMI) (\$/month)	(b) 85% of State Median Income (SMI) (\$/month)[Multiply (a) by 0.85]	IF APPLICABLE Income Level if lower than 85% SMI	
			(c) \$/month	(d) % of SMI[Divide (c) by (a), multiply by 100]
1		Enter (a) value		Enter (a) and (c) value
2		Enter (a) value		Enter (a) and (c) value
3		Enter (a) value		Enter (a) and (c) value
4		Enter (a) value		Enter (a) and (c) value
5		Enter (a) value		Enter (a) and (c) value

f) SMI Year 2013 and SMI Source http://www.acf.hhs.gov/sites/default/files/ocs/fy_13_smi_table.pdf

g) These eligibility limits in column (c) became or will become effective on:
January 1, 2013

2.3.6. Eligibility Re-determination

Effective Date: 01-OCT-13

Does the State/Territory follow OCC's 12 month re-determination recommendation? (See Program Instruction on Continuity of Care <http://www.acf.hhs.gov/programs/occ/resource/im2011-06>)

Yes

No. If no, what is the re-determination period in place for most families?

- 6 months
- 24 months
- Other.

Describe: NA

- Length of eligibility varies by county or other jurisdiction.

Describe:

NA

b) Does the Lead Agency coordinate or align re-determination periods with other programs?

- Yes. If yes, **check programs that the Lead Agency aligns eligibility periods with and describe the redetermination period for each.**

- Head Start and/or Early Head Start Programs.

Re-determination period: The end date for ERDC eligible children in contracted child care is aligned with the head start program academic year.

- Pre-kindergarten programs.

Re-determination period: All state-funded pre-K programs are Head Start.

- TANF.

Re-determination period: DHS staff perform eligibility for ERDC and TANF - eligible families are transitioned from TANF to ERDC when they become employed.

- SNAP.

Re-determination period: DHS staff perform eligibility for ERDC and SNAP - families may apply using the same application. ERDC re-determination periods are aligned with SNAP when appropriate.

- Medicaid.

Re-determination period: DHS staff perform eligibility for ERDC and Medicaid - families may apply using the same application. DHS strives to align eligibility policies with OHA as allowed in federal regulations.

SCHIP.

- SCHIP.

Re-determination period: DHS staff perform eligibility for ERDC and SCHIP - families may apply using the same application. DHS strives to align eligibility policies with OHA as allowed in federal regulations.

- Other.

Describe:

NA

No.

c) Describe under what circumstances, if any, a family's eligibility would be reviewed prior to redetermination. For example, regularly scheduled interim assessments, or a requirement for families to report changes.

Families in simplified reporting are required to submit an interim report in month 6. There are two reporting systems, simplified reporting (SRS) and change reporting (CRS). Families in SRS must report by the tenth of the following month a change in child care provider, loss of employment, monthly income exceeding the SNAP countable income limit (130% FPL), and when a parent (defined in OAR 461-001-0000) of a child or unborn or the spouse of the caretaker moves into the residence. Families in CRS must report within ten days any change in child care provider, employment status, mailing address or residence, membership of the filing group (defined in OAR 461-110-0350) and source of income changes that are expected to continue.

d) Describe any action(s) the State/Territory would take in response to any change in a family's eligibility circumstances prior to re-determination

Changes that are required to be reported are acted on for the first of the following month, unless it is a decrease in benefits (the agency must give a ten day notice, so it may be effective in the next month if there is not sufficient notice time. Changes that are not required to be reported are only acted on if it is verified or if it will increase benefits.

e) Describe how these policies are implemented in a family-friendly manner that promotes access and continuity of care for children. (See Information Memorandum on Continuity of Care for examples <http://www.acf.hhs.gov/programs/occ/resource/im2011-06>).

Program certification dates, verification requirements and reporting requirements are aligned when possible. This allows families to reapply for multiple programs at the same time, providing needed verification once. It also allows for longer certification periods and makes it easier for families to understand what they need to report.

f) Does the Lead Agency use a simplified process at re-determination?

Yes.

If yes, describe:

No.

2.3.7. Waiting Lists

Describe the Lead Agency's waiting list status. Select **ONE** of these options.

Effective Date: 01-OCT-13

- Lead Agency currently does not have a waiting list and:
- All eligible families *who apply* will be served under State/Territory eligibility rules
 - Not all eligible families *who apply* will be served under State/Territory eligibility rules
- Lead Agency has an active waiting list for:

- Any eligible family who applies when they cannot be served at the time of application
- Only certain eligible families.

Describe those families:

NA

- Waiting lists are a county/local decision.
Describe:

NA

- Other.

Describe:

A waiting list is used to maintain the ERDC caseload at the legislatively capped caseload number. All applicants are placed on the Child Care Reservation list when it is in effect except for the following:

- Those transitioning off TANF (this means an ERDC filing group member received a partial or full month of refugee, State Family Pre-SSI, or TANF program cash benefits from the State of Oregon in at least one of the preceding three months);***
- ERDC filing groups that include a child eligible for and being placed in a current opening in an Oregon Program of Quality or Head Start program contracted child care slot; and***
- Families who are reapplying for ERDC without a break in benefits of two consecutive calendar months.***

2.3.8. Appeal Process for Eligibility Determinations

Effective Date: 01-OCT-13

Describe the process for families to appeal eligibility determinations:

A hearing is a formal proceeding leading to a final decision regarding a client's right to benefits when the client has filed a hearing request and disputed a decision made by branch staff. The hearings process provides a second look to ensure the Department of Human Services (DHS) has followed its policy. Administrative Law Judges from the Office of Administrative Hearings (OAH) preside over each hearing, and DHS's position in the hearing is explained by the DHS representative, usually a Compliance Specialist. The hearing is conducted in accordance with state statute and the administrative rules for hearings of DHS and OAH.

Most, but not all, hearings are requested after a client has received a notice that benefits will be denied, reduced or closed. A person also has a right to a hearing when DHS claims an overpayment, when it denies a listing requested by a child care provider, and when DHS claims the provider committed an intentional program violation.

Branch staff usually becomes involved in the hearing process in support of a Compliance Specialist. A Compliance Specialist represents DHS in most hearings, but branch staff are responsible in some cases. For instance, expedited hearings are often handled by branch staff. All staff need to be alert to a client's need for translated material(s), for documents in alternative formats, and for an interpreter. OAH obtains the interpreters for hearings.

DHS staff assist clients in completing a hearing request as necessary; e.g., providing the client the correct form, accepting a written request or notifying the appropriate case manager that the client needs assistance making the request.

Any request for a hearing received by a local office must be forwarded promptly to the local Compliance Specialist. While some requests can be resolved without a hearing, DHS must comply with required processes and document its compliance. The Compliance Specialists are trained to understand and follow the required processes to address hearing requests.

When DHS becomes aware that a client has legal representation, that representative must be involved for the duration of the process. This includes sending the legal representative copies of decision notices and amended decision notices sent to the client.

If a client contacts branch staff or the Compliance Specialist about access and interpreter needs or the client's need to have a subpoena issued for a witness, the client is referred to OAH. Most hearings are conducted by telephone and handled by a Compliance Specialist. The Compliance Specialist may ask branch staff to provide support.

A client may contact DHS and request to use the office for the telephone hearing. Branch staff assist by making a room available for the hearing and directing the client, the client's representative, and witnesses to the hearing room. Some hearings, most often expedited hearings, are handled by branch staff rather than a Compliance Specialist. Clients are entitled to an expedited hearing (within five working days) if a JOBS support service request, including one for child care, is denied.

The final order issued after a hearing is sent to the DHS representative and to the branch so that appropriate action can be take. If it is not clear to branch staff what action to take, the Compliance Specialist or a Program Analyst can assist.

2.4. Sliding Fee Scale and Family Contribution

The statute and regulations require Lead Agencies to establish a sliding fee scale that varies based on income and the size of the family to be used in determining each family's contribution (i.e., co-payment) to the cost of child care (658E(c)(3)(B) §98.42).

2.4.1. Attach a copy of the sliding fee scale as Attachment 2.4.1. Will the attached sliding fee scale be used in all parts of the State/Territory?

Effective Date: 01-OCT-13

Yes.

Effective Date: [January 1, 2013](#)

No. If no, attach other sliding fee scales and their effective date(s) as **Attachment 2.4.1a, 2.4.1b**, etc.

2.4.2. What income source and year will be used in creating the sliding fee scale? (658E(c)(3)(B)) Check only one option..

Effective Date: 01-OCT-13

State Median Income,

Year: [NA](#)

Federal Poverty Level,

Year: [2013](#)

Income source and year varies by geographic region.

Describe income source and year:

[NA](#)

Other.

Describe income source and year:

[NA](#)

2.4.3. How will the family's contribution be calculated and to whom will it be applied? Check all that the Lead Agency has chosen to use. (§98.42(b))

Effective Date: 01-OCT-13

Fee as dollar amount and

Fee is per child with the same fee for each child

Fee is per child and discounted fee for two or more children

Fee is per child up to a maximum per family

No additional fee charged after certain number of children

Fee is per family

Fee as percent of income and

Fee is per child with the same percentage applied for each child

Fee is per child and discounted percentage applied for two or more children

No additional percentage applied charged after certain number of children

Fee per family

Contribution schedule varies by geographic area.

Describe:

NA

Other.

Describe:

NA

If the Lead Agency checked more than one of the options above, describe:

NA

2.4.4. Will the Lead Agency use other factors in addition to income and family size to determine each family's contribution to the cost of child care? (658E(c)(3)(B), §98.42(b))

Effective Date: 01-OCT-13

Yes,

and describe those additional factors:

NA

No.

2.4.5. The Lead Agency may waive contributions from families whose incomes are at or below the poverty level for a family of the same size. (§98.42(c)). Select **ONE** of these options.

Reminder - Lead Agencies are reminded that the co-payments may be waived for only two circumstances - for families at or below the poverty level or on a case-by-case basis for children falling under the definition of "protective services" (as defined in 2.3.4.a).

Effective Date: 01-OCT-13

ALL families, including those with incomes at or below the poverty level for families of the same size, ARE required to pay a fee.

NO families with income at or below the poverty level for a family of the same size ARE required to pay a fee.

The poverty level used by the Lead Agency for a family of 3 is: [19,530](#)

SOME families with income at or below the poverty level for a family of the same size ARE NOT required to pay a fee.

The Lead Agency waives the fee for the following families:

Families transferring from TANF to the ERDC subsidy program are not required to pay a fee. Co-payments are waived for families enrolled in the TANF program who require child care subsidies in order to participate in employment or JOBS program activities.

Teen parents in high school completion programs and parents in state-approved alcohol and drug treatment programs that are at or below the monthly Poverty Guidelines income levels for their family size are exempt from the co-payment and are eligible for fully subsidized child care. If these same parents have monthly income above the monthly Poverty Guidelines income level for their family size, then they will have a co-payment.

2.5. Prioritizing Services for Eligible Children and Families

At a minimum, CCDF requires Lead Agencies to give priority for child care assistance to children with special needs, or in families with very low incomes. Prioritization of CCDF assistance services is not limited to eligibility determination (i.e., establishment of a waiting list or ranking of eligible families in priority order to be served). Lead Agencies may fulfill priority requirements in other ways such as higher payment rates for providers caring for children with special needs or waiving co-payments for families with very low incomes (at or below the federal poverty level). (658E(c)(3)(B), §98.44)

2.5.1. How will the Lead Agency prioritize child care services to children with special needs or in families with very low incomes? (658E(c)(3)(B), §98.44) Lead Agencies have the discretion to define *children with special needs* and *children in families with very low incomes*. Lead Agencies are not limited in defining *children with special needs* to only those children with physical or mental disabilities (e.g., with a formal Individual Education Plan (IEP) required under the Individuals with Disabilities Education Act (IDEA)). Lead Agencies could consider children in the child welfare system, children of teen parents, or homeless children as examples of *children with special needs*.

Effective Date: 01-OCT-13

How will the Lead Agency prioritize CCDF services for:	Eligibility Priority (Check only one)	Is there a time limit on the eligibility priority or guarantee?	Other Priority Rules
<p>Children with special needs</p> <p>Provide the Lead Agency definition of Children with Special Needs:</p> <p><i>A child or youth under age 18 who may require a level of care above the norm for his/her age, due to disabilities, emotional or behavioral disorders, or special health care needs.</i></p>	<p><input type="checkbox"/> Priority over other CCDF-eligible families</p> <p><input checked="" type="checkbox"/> Same priority as other CCDF-eligible families</p> <p><input type="checkbox"/> Guaranteed subsidy eligibility</p> <p><input type="checkbox"/> Other.</p> <p>Describe:</p>	<p><input type="checkbox"/> Yes.</p> <p>The time limit is:</p> <input type="text"/> <p><input checked="" type="checkbox"/> No</p>	<p><input type="checkbox"/> Different eligibility thresholds.</p> <p>Describe:</p> <input type="text" value="NA"/> <p><input checked="" type="checkbox"/> Higher rates for providers caring for children with special needs requiring additional care</p> <p><input type="checkbox"/> Prioritizes quality funds for providers serving these children</p> <p><input type="checkbox"/> Other.</p> <p>Describe:</p> <input type="text" value="NA"/>

<p>Children in families with very low incomes</p> <p>Provide the Lead Agency definition of <i>Children in Families with Very Low Incomes</i>:</p> <p><i>Oregon does not assign ERDC (Employment Related Day Care) priority for very low income. The current income limit is 185 percent of the Federal Poverty Level. All families at this level are eligible if they meet all eligibility criteria.</i></p>	<p><input type="checkbox"/> Priority over other CCDF-eligible families</p> <p><input checked="" type="checkbox"/> Same priority as other CCDF-eligible families</p> <p><input type="checkbox"/> Guaranteed subsidy eligibility</p> <p><input type="checkbox"/> Other.</p> <p>Describe: N/A</p>	<p><input type="checkbox"/> Yes.</p> <p>The time limit is: <input type="text"/></p> <p><input checked="" type="checkbox"/> No</p>	<p><input type="checkbox"/> Different eligibility thresholds.</p> <p>Describe: NA</p> <p><input type="checkbox"/> Waiving co-payments for families with incomes at or below the Federal Poverty Level</p> <p><input checked="" type="checkbox"/> Other.</p> <p>Describe: <i>ERDC filing groups whose countable income is at or below 50 percent of the 2007 FPL are assigned the minimum copayment or 1.5 percent of the monthly countable income (whichever is higher). The minimum copayment is assigned to ERDC filing groups that include a child who is in a Head Start or Oregon Program of Quality contracted child care slot.</i></p> <p><i>Teen parents in high school completion programs and parents in state-approved alcohol and drug treatment programs that are at or below the monthly Poverty Guidelines income levels for their family size are exempt from the co-payment and are eligible for fully subsidized child care. If these same parents have monthly income above the monthly Poverty Guidelines income level for their family size, then they will have a co-payment.</i></p>
---	--	---	---

2.5.2. How will CCDF funds be used to provide child care assistance to meet the needs of families receiving Temporary Assistance for Needy Families (TANF), those attempting to transition off TANF through work activities, and those at risk of becoming dependent on TANF? (658E(c)(2)(H), Section 418(b)(2) of the Social Security Act, §§98.50(e), 98.16(g)(4)) **Reminder** - CCDF requires that not less than 70 percent of CCDF Mandatory and Matching funds be used to provide child care assistance for families receiving Temporary Assistance for Needy Families (TANF), those attempting to transition off TANF through work activities, and those at risk of becoming dependent on TANF.

- Use priority rules to meet the needs of TANF families (describe in 2.5.1 or 2.5.3.)
 - Waive fees (co-payments) for some or all TANF families who are below poverty level
 - Coordinate with other entities (i.e. TANF office, other State/Territory agencies, and contractors)
 - Other.
- Describe:

NA

2.5.3. List and define any other eligibility conditions, priority rules and definitions that will be established by the Lead Agency. (658E(c)(3)(B), §98.16(g)(5), §98.20(b))
Reminder - Lead Agencies are reminded that any eligibility criteria and terms provided below must comply with the eligibility requirements of §98.20 and provided in section 2.2. Any priority rules provided must comply with the priority requirements of §98.44 and provided in section 2.4.1.

Effective Date: 01-OCT-13

Term(s) - Definition(s)

Describe:

None

2.6. Parental Choice In Relation to Certificates, Grants or Contracts

The parent(s) of each eligible child who receives or is offered financial assistance for child care services has the option of either enrolling such child with a provider that has a grant or contract for the provision of service or receiving a child care certificate.
(658E(c)(2)(A), §98.15(a))

2.6.1. Child Care Certificates

Effective Date: 01-OCT-13

a) When is the child care certificate (also referred to as voucher or authorization) issued to parents? (658E(c)(2)(A)(iii), 658P(2), §98.2, §98.30(c)(4) & (e)(1) & (2))

- Before parent has selected a provider

After parent has selected a provider

Other.

Describe:

The voucher is issued to parents after the parent has selected a provider and the provider has been approved listing status with DHS. This means the provider has met health and safety standards and passed background checks.

b) How does the Lead Agency inform parents that the child care certificate permits them to choose from a variety of child care categories, including child care centers, child care group homes, family child care homes, and in-home providers? (§98.30(e)(2))

Certificate form provides information about choice of providers

Certificate is not linked to a specific provider so parents can choose provider of choice

Consumer education materials (flyers, forms, brochures)

Referral to child care resource and referral agencies

Verbal communication at the time of application

Public Services Announcement

Agency

Website: <http://www.oregon.gov/DHS/children/childcare/>

Community outreach meetings, workshops, other in person activities

Multiple points of communication throughout the eligibility and renew process

Other.

Describe:

NA

c) What information is included on the child care certificate? **Attach a copy of the child care certificate as Attachment 2.6.1.** (658E(c)(2)(A)(iii))

Authorized provider(s)

Authorized payment rate(s)

Authorized hours

Co-payment amount

Authorization period

Other.

Describe:

Name of child(ren), age, rate category(ies)

d) What is the estimated proportion of services that will be available for child care services through certificates?

Approximately 97.5 % of subsidies are issued through certificates. A lower percentage will be available as more subsidies are available through contracts.

2.6.2. Child Care Services Available through Grants or Contracts

Effective Date: 01-OCT-13

a) In addition to offering certificates, does the Lead Agency provide child care services through grants or contracts for child care slots? (658A(b)(1), 658P(4), §§98.16(g)(1), 98.30(a)(1) & (b)). **Note:** Do not check "yes" if every provider is simply required to sign an agreement in order to be paid in the certificate program.

Yes.

If yes, **describe** the type(s) of child care services available through grants or contracts, the process for accessing grants or contracts, and the range of providers that will be available through grants or contracts:

The Employment Related Day Care program offers contracted child care through Head Start and Oregon Program of Quality (OPQ). Child care providers that are state-designated OPQ facilities are eligible for ERDC subsidy contracts. All types of licensed facilities that are OPQ designated will qualify based on type of care offered. As part of the application process for OPQ, providers agree to provide services for subsidy-eligible families.

No. If no, skip to 2.6.3

b) Will the Lead Agency use grants or contracts for child care services to achieve any of the following? Check the strategies, if any, that your State/Territory chooses to implement.

- Increase the supply of specific types of care
- Programs to serve children with special needs
- Wrap-around or integrated child care in Head Start, Early Head Start, pre-k, summer or other programs
- Programs to serve infant/toddler
- School-age programs
- Center-based providers
- Family child care providers
- Group-home providers
- Programs that serve specific geographic areas
- Urban
- Rural
- Other.

Describe:

NA

- Support programs in providing higher quality services
- Support programs in providing comprehensive services
- Serve underserved families.

Specify:

Oregon Programs of Quality are available to all families in the geographic region located. There is a concerted effort to ensure OPQ programs are available (although on a limited basis because this is a pilot program moving to a statewide rollout).

Other.
Describe:

NA

c) Are child care services provided through grants or contracts offered throughout the State/Territory? (658E(a), §98.16(g)(3))

Yes.

No,

and **identify** the localities (political subdivisions) and services that are not offered:

NA

d) How are payment rates for child care services provided through grants/contracts determined?

All contracted payment rates are based on 1) the type of care offered and 2) the geographic region of the state (Areas A, B and C).

e) What is the estimated proportion of direct services that will be available for child care services through grants/contracts?

Approximately 2.5 percent (2.5%) of direct services will be available through contracts. This percentage will increase as more facilities achieve a higher quality designation and the state moves toward more contracted slots rather than payment based on hours of care only.

2.6.3. How will the Lead Agency inform parents and providers of policies and procedures for affording parents unlimited access to their children whenever their children are in the care of a provider who receives CCDF funds? (658E(c)(2)(B), §98.31)) Check the strategies that will be implemented by your State/Territory.

Effective Date: 01-OCT-13

- Signed declaration
- Parent Application
- Parent Orientation
- Provider Agreement
- Provider Orientation
- Other.

Describe:

State licensing regulation

2.6.4. The Lead Agency must allow for in-home care (i.e., care provided in the child's own home) but may limit its use. (§§98.16(g)(2), 98.30(e)(1)(iv)) Will the Lead Agency limit the use of in-home care in any way?

Effective Date: 01-OCT-13

- No
- Yes. If checked, what limits will the Lead Agency set on the use of in-home care?
Check all limits the Lead Agency will establish.
- Restricted based on minimum number of children in the care of the provider to meet minimum wage law or Fair Labor Standards Act
- Restricted based on provider meeting a minimum age requirement
- Restricted based on hours of care (certain number of hours, non-traditional work hours)
- Restricted to care by relatives
- Restricted to care for children with special needs or medical condition
- Restricted to in-home providers that meet some basic health and safety requirements
- Other.

Describe:

All child care providers and other adults in contact with children must pass criminal and child protective services background checks and the home where care is provided must meet health and safety standards.

Subsidies are provided to caregivers who go into the home of a child. They must self-certify that they have met health and safety standards. With additional training, these caregivers are eligible for higher rates of payment.

2.6.5. Describe how the Lead Agency maintains a record of substantiated parental complaints about providers and makes substantiated parental complaints available to the public on request. (658E(c)(2)(C), §98.32)

Effective Date: 01-OCT-13

The Lead Agency investigates all serious complaints received against licensed child care providers. Subject to confidentiality laws, complaint dispositions are open public records. The Lead Agency also maintains a file of program and provider complaint information that is available to the public upon request. A facility complaints history is online for public access at <http://www.employment.oregon.gov/EMPLOY/CCD/complaints.shtml>

2.7. Payment Rates for Child Care Services

The statute at 658E(c)(4) and the regulations at §98.43(b)(1) require the Lead Agency to establish adequate payment rates for child care services that ensure eligible children equal access to comparable care.

2.7.1. Attach a copy of your payment rates as Attachment 2.7.1. Will the attached payment rates be used in all parts of the State/Territory?

Effective Date: 01-OCT-13

Yes. Effective Date: [October 1, 2013](#)

No. If no, attach other payment rates and their effective date(s) as **Attachment 2.7.1a, 2.7.1b, etc.**, etc.

2.7.2. Which strategies, if any, will the Lead Agency use to ensure the timeliness of payments?

Effective Date: 01-OCT-13

Policy on length of time for making payments.
Describe length of time: [Three to five business days](#)

Track and monitor the payment process

Other.

Describe:

None

2.7.3. Market Rate Survey

Lead Agencies must complete a local Market Rate Survey (MRS) no earlier than two years prior to the effective date of the Plan (no earlier than October 1, 2009). The MRS must be completed prior to the submission of the CCDF Plan (see Program Instruction CCDF-ACF-PI-2009-02 <http://www.acf.hhs.gov/programs/occ/resource/pi-2009-02> for more information on the MRS deadline).

Effective Date: 01-OCT-13

a) Provide the month and year when the local Market Rate Survey(s) was completed (§98.43(b)(2)): 07/2012

b) Provide a summary of the results of the survey.

The summary should include a description of the sample population, data source, the type of methodology used, response rate, description of analyses, and key findings.

Summary of Findings:

- *Between 1994 and 2012 statewide prices increased for most ages and types of care.*
- *Child care markets are local with variation among communities.*
- *The percent of slots that can be purchased with the value of DHS payment rates decreased from 64% to 58% between 2010 and 2012.*

Conclusions

- *The geographic price analysis identified three geographic market area boundaries that are generally similar to those identified in the previous market studies.*
- *DHS licensed rate maximums are adequate to purchase over half (58%) of market child care slots statewide. In 20% of family and 28% of center zip code areas that have prices, the DHS licensed rate maximums are not adequate to purchase any market child care.*
- *CCR&R data continues to provide a reliable and cost-effective source of data for statewide market price studies.*
- *Prices should continue to be reported for both child care facilities and slots. Analysis should be based on slots since this most accurately represents what families experience when purchasing care.*
- *CCR&Rs should continue to collect price information in the mode(s) that reflect how facilities charge.*

Sample population: all providers in the OCCRRN database including 3,511 family child care facilities, 861 center and, 552 certified family facilities from every part of the state. Data source: price data are collected by local CCR&Rs; the OCCRRN compiles into a single database.

2.7.4. Describe the payment rate ceilings in relation to the current MRS using the tables below.

Effective Date: 01-OCT-13

2.7.4a - Highest Rate Area (Centers)	(a) Monthly Payment Rate at the 75th percentile from the most recent MRS	(b) Monthly Maximum Payment Rate Ceiling	(c) Percentile if lower than 75th percentile of most recent survey
Full-Time Licensed Center Infants (11 months)	\$1,205	\$900	25th
Full-Time Licensed Center Preschool (59 months)	\$920	\$705	40th
Full-Time Licensed Center School-Age (84 months)	\$785	\$698	65th

2.7.4b - Lowest Rate Area (Centers)	(a) Monthly Payment Rate at the 75th percentile from the most recent MRS	(b) Monthly Maximum Payment Rate Ceiling	(c) Percentile if lower than 75th percentile of most recent survey
Full-Time Licensed Center Infants (11 months)	\$586	\$550	60th
Full-Time Licensed Center Preschool (59 months)	\$445	\$395	55th
Full-Time Licensed Center School-Age (84 months)	\$445	\$360	50th

2.7.4c - Highest Rate Area (FCC)	(a) Monthly Payment Rate at the 75th percentile from the most recent MRS	(b) Monthly Maximum Payment Rate Ceiling	(c) Percentile if lower than 75th percentile of most recent survey
Full-Time Licensed FCC Infants (11 months)	\$625	\$600	60th
Full-Time Licensed FCC Preschool (59 months)	\$600	\$600	75th
Full-Time Licensed FCC School-Age (84 months)	\$550	\$550	75th

2.7.4d - Lowest Rate Area (FCC)	(a) Monthly Payment Rate at the 75th percentile from the most recent MRS	(b) Monthly Maximum Payment Rate Ceiling	(c) Percentile if lower than 75th percentile of most recent survey
Full-Time Licensed FCC Infants (11 months)	\$450	\$450	75th
Full-Time Licensed FCC Preschool (59 months)	\$425	\$420	75th
Full-Time Licensed FCC School-Age (84 months)	\$400	\$440	95th

2.7.5. How are payment rate ceilings for license-exempt providers set?

Effective Date: 01-OCT-13

a) Describe how license-exempt center payment rates are set:

The rates were set using the 2006 MRS and were bargained through the Service Employees International Union Local 503 (SEIU).

b) Describe how license-exempt family child care home payment rates are set:

The rates were set using the 2006 MRS and were bargained with the Service Employees International Union Local 503 (SEIU) and approved by the legislature.

Non licensed providers can qualify for a higher rate, called the enhanced rate. This rate is in-between the standard and licensed rate. To qualify, the provider or staff person must:

- Have completed at least two hours of training on child abuse and neglect issues;*
- Be currently certified in first aid;*
- Be currently certified in infant and child CPR;*
- Have a current food handlers permit; and*
- Agree to complete a minimum of eight hours of additional training related to child care every two years.*

Exempt centers must have at least one staff member who meets these standards for every 20 children in care to receive the enhanced rate.

c) Describe how license-exempt group family child care home payment rates are set:

The rates were set using the 2006 MRS and were bargained with the Service Employees International Union Local 503 (SEIU) and approved by the legislature.

Non licensed providers can qualify for a higher rate, called the enhanced rate. This rate is in-between the standard and licensed rate. To qualify, the provider or staff person must:

- Have completed at least two hours of training on child abuse and neglect issues;*

- *Be currently certified in first aid;*
- *Be currently certified in infant and child CPR;*
- *Have a current food handlers permit; and*
- *Agree to complete a minimum of eight hours of additional training related to child care every two years.*

Exempt centers must have at least one staff member who meets these standards for every 20 children in care to receive the enhanced rate.

d) Describe how in-home care payment rates are set:

The rates were set using the 2006 MRS and were bargained with the Service Employees International Union Local 503 (SEIU) and approved by the legislature.

Non licensed providers can qualify for a higher rate, called the enhanced rate. This rate is in-between the standard and licensed rate. To qualify, the provider or staff person must:

- *Have completed at least two hours of training on child abuse and neglect issues;*
- *Be currently certified in first aid;*
- *Be currently certified in infant and child CPR;*
- *Have a current food handlers permit; and*
- *Agree to complete a minimum of eight hours of additional training related to child care every two years.*

Exempt centers must have at least one staff member who meets these standards for every 20 children in care to receive the enhanced rate.

2.7.6. Will the Lead Agency provide any type of tiered reimbursement or differential rates on top of its base reimbursement rates for providing care for children receiving CCDF subsidies? Check which types of tiered reimbursement, if any, the Lead Agency has chosen to implement. In the description of any tiered rates or add-ons, indicate the process and basis used for determining the tiered rates and amount and also indicate if the rates were set based on the MRS or another process.

Effective Date: 01-OCT-13

Differential rate for nontraditional hours.

Describe:

NA

Differential rate for children with special needs as defined by the State/Territory.

Describe:

Children that meet the definition of special needs receive a higher rate.

Differential rate for infants and toddlers.

Describe:

Differential rate for school-age programs.

Describe:

NA

Differential rate for higher quality as defined by the State/Territory.

Describe:

NA

Other differential rate.

Describe:

Oregon's subsidy payment rates reflect a higher amount for infant and toddler care compared to preschool and school-age care. These enhanced rates are based on the type of care (registered family, certified family, or center-base); geographic location (Areas A, B, and C based on zip code); and licensed or license-exempt. License-exempt care that meets a higher standard of health & safety through additional training can also receive an enhanced rate for infant and toddler care.

None.

Reminder - CCDF regulations require the Lead Agency to certify that the payment rates for the provision of child care services are sufficient to ensure equal access for eligible families to child care services comparable to those provided to families not eligible to receive CCDF assistance. In the next three questions, Lead Agencies are asked to describe how their payment policies reflect the affordable copayments for families provision of equal access (i.e., minimizing additional fees to parents), how payment practices are implemented consistent with the general child care market to be fair to providers (see Information Memorandum on Continuity of Care for examples <http://www.acf.hhs.gov/programs/occ/resource/im2011-06>), and the summary of facts describing how payment rates are adequate to ensure equal access to the full range of providers.

2.7.7. What policies does the Lead Agency have regarding any additional fees that providers may charge CCDF parents? The Lead Agency...

Effective Date: 01-OCT-13

Allows providers to charge the difference between the maximum reimbursement rate and their private pay rate

Pays for provider fees (e.g., registration, meals, supplies).

Describe:

NA

Policies vary across region, counties and or geographic areas.

Describe:

NA

Other.

Describe:

NA

2.7.8 What specific policies and practices does the Lead Agency have regarding the following:

Effective Date: 01-OCT-13

a) Number of absent days allowed. Describe

Providers can bill for absent days. DHS can pay for up to five days when a child is absent from care under the following circumstances:

- *The child was scheduled to be in care on the absent days and the provider held the slot open for the child;*
- *The provider bills for the scheduled time the child was absent;*
- *It is the provider's policy to bill all families for absent days.*

DHS will not pay for more than five consecutive days of scheduled care for which the child is absent. Special populations contracts follow this same policy.

b) Paying based on enrollment. Describe

The provider receives a billing form indicating the number of authorized hours for the month and the family's copayment amount. The authorized hours include what is necessary for the parent to perform the duties of their job or to participate in approved activities, plus an additional 25 percent to account for travel and meal time. Additional hours can also be authorized for sleep time for clients who work an overnight shift, extra time for commutes exceeding 2 hours per day, or for work that is consistently more than 40 hours per week. Sleep hours are not to exceed five hours per work night.

Families in contracted child care slots are approved for full time hours.

Hourly rates for Special Populations are based on the rates established by the Department of

Human Services for Employment Related Day Care program.

Teen Parents: The Lead Agency does not pay for teen parent child care 'slots' but for actual time, including absent hours, not exceeding total billable hours in the month. Absent days excludes days when school is not in session, such as holidays, vacations, furlough days or in-service days. Absent days include when the child care was scheduled or reserved by the teen parent, but the child was absent and the Contractor could not fill the time slot with another child.

Inclusive Child Care: Lead Agency reimburses at the highest maximum rate for both family and center-based care on an hourly basis. License-exempt providers are reimbursed at the highest rate for licensed-exempt care on an hourly basis. Provider is reimbursed for actual hours of care, including 'high need' times related to illness or out-of-school time due to school closure.

Alcohol and Drug Treatment Programs and Migrant/Seasonal Farmworker programs: The Lead Agency reimburses for licensed care at an hourly rate up to a monthly maximum billable hours. License-exempt providers are reimbursed at a lower hourly rate. Contractor is reimbursed up to 16 hours per month when the child care slot was reserved but not used by the parent.

c) Paying on the same schedule that providers charge private pay families (e.g., hourly, weekly, monthly). Describe

Providers eligible only for the standard rate are paid at either the hourly or full-time monthly rate:

- **The hourly rate limit applies when children are in care less than 158 hours per month or when a provider is not designated as the primary provider for the case.**
- **The full-time monthly rate limit applies when children are in care 158 hours or more per month and the provider is designated as the primary provider for the case.**
Providers eligible for the enhanced or licensed rate are paid at the hourly, part-time monthly or full-time monthly rates.
- **The hourly rate applies when children are in care less than 136 hours per month, unless the provider has an established part-time monthly rate, charges all families part-time rate for part-time care and is designated as the primary provider for the case;**
- **The part-time monthly rate applies if the provider has an established part-time monthly rate and children are in care between 63 and 135 hours per month and the provider is designated as the primary provider for the case. For these providers, the hourly rate applies when children are in care less than 63 hours a month.**
- **The full-time monthly rate applies when children are in care 136 or more hours per month and when the provider is designated as the primary provider for the case.**
Contracted child care slots are paid at the full time monthly rate.

d) Using electronic tools(automated billing, direct deposit, EBT cards, etc.) to make provider payments. Describe

Once care is provided the billing form is signed by the provider and caretaker and sent in for processing. Payments are issued through direct deposit or check (provider choice). DHS is in the process of implementing an automated Child Care Billing and Attendance Tracking system. Features of the system include the following:

- **Child care providers will have access to a web-based system to submit billing, view attendance and payment history information.**
- **Providers will be able to verify billing through a SIVR (Speech Integrated Voice Response) communication system or call center as an alternative to a Point of Service (POS) machine.**

- *Providers will receive more timely and accurate electronic payments.*
- *Parents will have the capability to view eligibility status, child care attendance and payment history through a web-portal.*

2.7.9. Describe how payment rates are adequate to ensure equal access to the full range of providers based on the Market Rate Survey.

CCDF regulations require the Lead Agency to certify that the payment rates for the provision of child care services are sufficient to ensure equal access for eligible families to child care services comparable to those provided to families not eligible to receive CCDF assistance. To demonstrate equal access, the Lead Agency shall provide at a minimum a summary of facts describing: (§98.43(a))

Effective Date: 01-OCT-13

a) How a choice of the full range of providers, e.g., child care centers, family child care homes, group child care homes and in-home care, is made available (§98.43(a)(1)):

Oregon uses two methods of delivering subsidy assistance: subsidy vouchers and contracted slots. Oregon's Market Price Study identifies child care prices or rates and the geographic distribution of these rates across the state. Rates vary by several factors including the age of the child served, type of care (family child care, center, certified family care), quality of care, the local supply and demand for child care, and the providers' perceptions of the capacity of families to pay for care.

The state utilizes the large CCR&R provider database which includes all License-Exempt Home and Relative child care providers that access state subsidies. Family, friend and neighbor care broadens the availability of care and increases access to the subsidy system by low-income families. This is important for families who work non-traditional hours and need care (before 6 a.m./after 6 p.m. and on weekends). Vouchers allow families the flexibility to choose the type of care provider that meets their needs.

CCR&R staff help child care providers serving subsidy clients by offering technical assistance with subsidy questions, troubleshooting payment problems, and advocating with the client and caseworker on behalf of the provider. This also includes additional funding through the current child care training system to help License-Exempt Home and Relative child care providers meet DHS enhanced rate requirements.

Oregon has a reliable provider payment system. Once a provider is entered on the provider pay system, payments are typically received within a week after the provider bills DHS for the care they provided. Billing forms are sent to the provider in advance of the care being provided and the provider can be certain they will be paid for the authorized care they provide. Providers, particularly in low-income areas, report that an advantage to caring for children on the subsidy is that they can count on at least the subsidy portion of the child care bill being paid. They can't always do that with families who are not receiving the subsidy. DHS also has Direct Deposit available to child care providers.

In order to help ensure children in low-income families have access to quality care, Oregon has been expanding the use of 12 month contracted slots to eligible families. Eligible families include those that work a minimum of 25 hours per week and have a child age 0-6. The contracts pay the

full time monthly rate. This helps ensure low-income families have a method of payment to equitably access high quality programs.

b) How payment rates are adequate based on the most recent local MRS (§98.43(a)(2)):

Oregon's maximum payment rates for licensed centers and non-licensed providers currently equal the 58th percentile of market prices observed in the 2012 Oregon Child Care Market Price Study. Registered and Certified family provider rates were increased October 1, 2013 to the 75th percentile of market prices observed in the 2012 Oregon Child Care Market Price Study. Monthly rates that did not increase more than \$5 received a 10% increase over the 2012 Oregon Child Care Market Price Study or the current rate, whichever was higher.

c) How family co-payments based on a sliding fee scale are affordable (§98.43(a)(3)):

The sliding fee scale is based on income and size of the family. Co-payments are waived for families enrolled in the TANF program who require child care subsidies in order to participate in employment or JOBS program activities.

Families eligible for the Employment Related Day Care program: Copayments for families that use the voucher are based on the number of people in the family, total countable income and whether the income is below or above 50% of the 2007 FPL income standard. Those with incomes at or below 50% (of the 2007 FPL) pay the minimum copayment or 1.5% of their monthly countable income, whichever is greater. The copayment is a percentage of the monthly income for those with incomes over 50% of the 2007 FPL as follows:

- 1. Determine filing group's countable income as a percent of FPL (rounding to the nearest hundredth of the percentage), subtract 50, and multiply this difference by 0.12.*
- 2. Add 1.5 to the amount (in paragraph (i) above). This sum is the percentage of monthly income to determine the copayment amount.*

Effective May 1, 2012 a 10% increase was added to all copayment amounts, creating a new minimum copayment of \$27.

Families in all types of contracted slots are assigned the minimum copayment.

Teen parents in high school completion programs and parents in state-approved alcohol and drug treatment programs who are at or below poverty levels are exempt from the co-payment and thus are eligible for fully subsidized care.

d) Any additional facts the Lead Agency considered to determine that its payment rates ensure equal access, including how the quality of child care providers is taken into account when setting rates and whether any other methodologies (e.g., cost estimation models) are used in setting payment rates

Oregon supports a strong child care resource and referral system that educates and encourages families to make informed choices about child care and helps them access quality care that meets their particular need. According to the Oregon Child Care Resource and Referral Network, over 80 percent (80%) of the child care providers on their database accept or are willing to accept CCDF subsidies.

Oregon is conducting a field test to build on the success of an innovative partnership with Head Start that has provided low-income families access to quality child care since 2000. The partnership has provided children with continuous quality educational experiences, enhanced

Head Start services and wrap-around child care that meets parent work needs. The field test expanded its use of 12-month, protected eligibility slots beyond Head Start to include the 22 early learning and child development programs that achieved the first Oregon Program of Quality (OPQ) designations.

2.8 Goals for the next Biennium - In this section, Lead Agencies are asked to identify at least one goal for the upcoming biennium and are encouraged to identify no more than five priority goals total. ACF will target technical assistance efforts to help Lead Agencies achieve their goal(s). Lead Agencies may include existing goals (e.g., already identified in a State strategic plan or established by the Governor for a Lead Agency). Lead Agencies will report progress and updates on these goals in the annual Quality Performance Report (Appendix 1), including any barriers encountered.

What are the Lead Agency's goals for the administration of the CCDF subsidy program in the coming Biennium? For example, what progress does the State/Territory expect to make on continuing improved services to parents and providers, continuity of care for children, improving outreach to parents and providers, building or expanding information technology systems, or revising rate setting policies or practices).

Note -When identifying your goals below, Lead Agencies are encouraged to begin with an action verb reflecting the desired result over the two year period (e.g., Increase, Improve, Build, Align, Implement, Review, Revise, Streamline, Expand, etc.)

Effective Date: 01-OCT-13

Goal #1:

Align rules, policies, and definitions across programs and agencies, prioritizing those that promote positive child outcomes

Goal #2:

Goal 2 Increase quality for culturally appropriate care that meets the needs of the family through outreach and supports

Goal #3:

Provide options to help ensure access to quality rated programs for children who are at-risk and from low-income and culturally diverse populations

Goal #4:

Review special populations' subsidy to align with statewide goals and policies