



Oregon Department of
**Early Learning
and Care**

Employment Related Day Care Additional Provider Payment Form

As of January 1, 2024, ERDC will pay an additional 9% for an ERDC payment that is processed late. Please submit this form if you believe your payment meets the criteria below:

- For Home Based Providers: A payment is considered late when a legible and completed billing form is processed more than four business days after it was received by the Direct Pay Unit (DPU).
- For Center-Based Providers: A payment is considered late when a legible and completed billing form is processed more than seven business days after it was received by DPU.

DPU will review your submission and will issue an additional payment to the provider if the payment is determined to have been processed late.

Note: Providers will need to request the additional payment fee within 30 days of receiving the payment.

More information about the additional payment process can be found in the Provider Guide Insert on the DELC website.

Instructions for submitting:

Please submit one form for each voucher. If you have several vouchers to submit or if you need assistance, please call the Direct Pay Unit at 1-800-699-9074.

This form can be submitted to DPU via email, fax, or mail.

Email: customerservice.DPU@DELC.oregon.gov

Fax: 503-373-1580

Mail:

Department of Early Learning and Care
Direct Pay Unit
P.O. Box 14850
Salem, 97309



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ERDC Provider Number *

This will be three letters followed by five numbers.

Example: ABC00011

Provider First and Last Name*

First name then last.

Provider Type*

Please select your provider license type.

Provider Email*

Provider Phone Number*

<input type="text"/>	<input type="text"/>
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Billing Form/Voucher Number

Please provide a single billing form/voucher number per form submission.

Billing Form/Voucher Benefit Month*

Example: January 2024

Preferred Method of Contact

Today's date*

The date you are submitting this form.