

Authorized child care hours

Child care hours are authorized by the Oregon Department of Human Services (ODHS) eligibility worker as part-time (25 hours a week), full-time (50 hours a week) or more than full-time (up to 75 hours a week depending on the family's need). The hours authorized are based on:

- Work Hours
- School hours and study time for caretakers attending school
- Well-being activities for the family

ERDC is approved for 12-months. Hours can increase during the 12-month certification, but they cannot decrease.

- Families can split hours between multiple providers.
- Families may have a temporary break in their employment due to a job loss or medical leave and can continue to use their child care when they are on medical leave or when they are unemployed. Please encourage families in this situation to contact their ODHS worker as they may be able to qualify for a lower copay during these times.

Billing for additional authorized hours

If the family has been approved for additional hours, but your billing form is showing only the previously approved hours, please contact the Direct Pay Unit (DPU) at the Department of Early Learning and Care (DELC) to see if an updated billing form can be issued.

If a family needs extra hours

- The ERDC program automatically adds 25 percent more hours to cover travel time and meal breaks. If parents work overtime, have a long commute or take public transportation, the 25 percent may not cover all their child care needs.
- If the family needs more hours of care per month to continue working or participating in a family well-being activity, have them call their ODHS worker to see if they qualify for additional hours.
- An ODHS worker may authorize payment up to a maximum of 323 hours per month or 50 percent more than the ERDC full-time monthly amount (215 hours per month).
- DPU will not pay providers for additional hours until the family has been approved by ODHS for additional hours.

Note: Do not change or cross out any information pre-filled on the billing form. If you do this, the form will be invalid and will be returned to you, and DPU will need to send a new copy of the billing form. If written information is illegible or incomplete, the form may be returned to you and payment will be delayed. **If any information on the billing form is incorrect, please contact DPU at 1-800-699-9074 or customerservice.dpu@delc.oregon.gov**

You have the right to receive language assistance services and other accommodations at no cost. If you need language help or other accommodations, please call DELC at 1-800-556-6616.