Oregon Eligibility Partnership Transmittal

Date issued: 7/29/2026 **Transmittal #**: OEP-IM-26-023

Effective date: 7/29/2026 **Transmittal type:** Information Memorandum

Subject/Topic: 2026 ERDC Annual Waitlist Refresh

Primary Audience

- ☒ Eligibility
- ☒ Leadership
- ☒ Family Coach
- ☐ LTSS Case Management
- ☒ Support
- ☐ Other:

Impacted areas

- ☒ New/Updated Policy/Rule
- ☐ Policy Clarification
- ☐ Reference Materials
- ☐ System(s), Specify
- ☐ Other:

Reference material(s): OAR 414-175-0010; Waitlist for ERDC

SUMMARY

The ERDC Annual Waitlist Refresh will begin in Aug. 2026. Families who have been on the waitlist for more than one year must confirm by Oct. 31, 2026 that they want to remain on the waitlist. Families who do not respond by the deadline will be removed.

DETAILS

ERDC Annual Waitlist Refresh Overview

The refresh confirms whether families who have been on the ERDC waitlist for more than one year still want to remain on it. DELC will issue updated staff guidance each July, and the refresh will begin each August. This process supports waitlist management and helps to provide a more current representation of families still seeking child care assistance; it does not change general ERDC eligibility requirements.

For the 2026 ERDC annual waitlist refresh, DELC will use the process outlined below before removing families from the waitlist for non-response.

Step 1: Outreach Methods

Letters to Families

DELC will mail two letters directly to families who have been on the ERDC waitlist for more than one year. “More than one year” means 12 full months from the date the family was added to the waitlist. The date the family was added to the waitlist can be found on the ERDC denial due to active waitlist notice (ERD122) or by navigating to the Waitlist Inquiry screen in ONE. Both letters include instructions for confirming the family’s intent to remain on the waitlist. **These letters will not appear in ONE, Worker Portal, or Applicant Portal**.

The first letter will be mailed in mid-August. The second letter will be mailed to families who have not responded in mid-October.

Link to 2026 Sample Letter.

Each letter also includes a QR code and a web link to the Response Form where families can submit their request to remain on the waitlist. **The response form will open on Aug. 12, 2026.** Staff testing the QR code or web link before that date will see a “This form is closed” message. **The response form will close on Oct. 31, 2026, at 11:59 PM.** After that date, the form will close again.

System-Generated Case Notes

A system-generated case note will be added in ONE after each letter is sent. The case note will include the following:

> As part of the ERDC waitlist refresh process the Department of Early Learning and Care (DELC) sent communication out for this case as it has been on the ERDC waitlist for over 12 months. DELC is requesting a response if the family would like to remain on the waitlist by 10/31/2026.

Text Message Reminders

Families who have opted to receive SMS messages will receive multiple reminder texts in August and October. All texts will come from ‘46982’ and will include the following:

> ODHS Alert: Action required to stay on the ERDC waitlist! Our records show you’ve been on the waitlist for over a year. To remain on the waitlist, you must fill out this form by October 31, 2026: https://forms.office.com/g/Tpu9pdk84e.

If you don't respond, your name will be removed, and you'll lose your place in line.

Need help? Call 1-800-699-9075 or visit an ODHS office:
https://www.oregon.gov/odhs/pages/office-finder.aspx.

You can also explore other child care options by dialing 211.

Step 2: Family Response

Families must use the QR code or weblink to access the Response Form and confirm they want to remain on the waitlist. The form submission will require the following information:

- Case name
- ONE case number
- ERDC waitlist number (if available)

Guidance on where to find this information (e.g., Applicant Portal, past letters) is included in the response form.

Families will receive an automated confirmation message after submission of the response form, which includes recommendation to save a copy of their confirmation.

Completing the Response Form on Behalf of Families

Staff may assist families in completing and submitting the response form, or complete the form on behalf of the family. Families may need help for reasons such as:

- Misplaced their letter
- Unsure whether they received a letter
- Lack of internet or smartphone access
- Need technical assistance to complete the response form

Information must be entered accurately to prevent a mismatch or erroneous removal from the waitlist, and staff must document the assistance in a case note.

If a family who was not included in the current annual refresh mistakenly completes the response form, the submission will not change the family's current case or waitlist status.

Step 3: Removal From Waitlist for Non-Response

In mid-November, DELC will send removal notices to families who will be removed from the waitlist for non-response. The notice will explain the removal and how to request an administrative review (see Step 4 below) if the family believes they should not have been removed.

Families who did not respond will be removed from the waitlist during the **November 2026** system build. A system-generated case note will be added to document the family's removal from the waitlist.

Confirming removal status

Staff can confirm removal from the waitlist by navigating to the Inquiry tab and selecting Waitlist in ONE. Families removed during the 2026 refresh process will show a status of **"Inactive–List Deactivated"**. The ERDC Waitlist EG includes step-by-step instructions for this process.

Reapplying For ERDC After Removal

Families removed from the waitlist may reapply for ERDC at any time. If the waitlist is active, the application will be processed under current waitlist rules. The family must meet at least one waitlist exemption **and** have countable income below 200 percent of the federal poverty level. If the family does not meet both requirements, the application will be denied, and the family will be placed back on the waitlist with a **new** waitlist number.

Step 4. Administrative Review Process

A family may request an administrative review if they believe they responded and were removed in error. The administrative review request window is **November 16-30, 2026.**

The CCAP policy team will conduct the administrative reviews. CCAP will review response records for a missed match, incorrectly entered information, or other evidence that the family attempted to respond. Once the review is completed, CCAP will notify the family of the outcome. Staff do not have access to the response or administrative review data and are not expected to complete the administrative review.

Families approved through administrative review will be **added back to the waitlist with their original waitlist number in December 2026.** A system-generated case note will be added.

Family Initiated Review Request

Families can submit a request for an administrative review in the following ways:

- Submit a request online using the QR code included on the removal letter
- Send an email request to delc.erdcwaitlist@delc.oregon.gov
- Call 1-800-556-6616 and ask for a waitlist administrative review

Staff Submission Review Request (On Behalf Of Family)

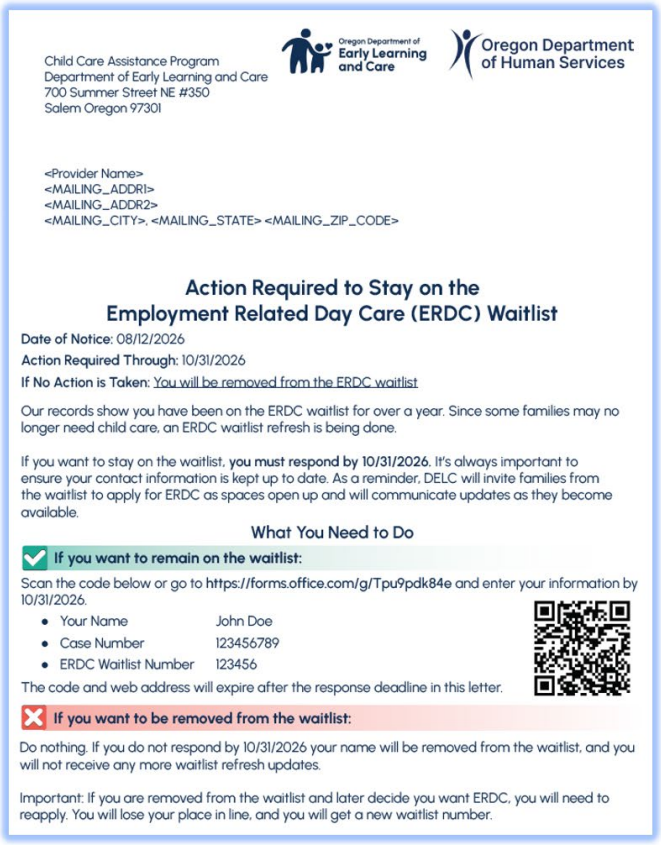
If a family requests an administrative review through the VEC or local office, OEP staff should email Child Care Policy (CCAP) with the following information:

- Case name
- ONE case number
- Waitlist number, if available
- Brief explanation of why the family believes they should remain on the waitlist.

TRAINING AND RESOURCES

- Coffee Chat with Child Care (July 28, 2026) will provide a refresher training on the Annual Waitlist Refresh process. The Power Point material and recording will be available on the ERDC OWL afterward.
- OPEN; Chapter 2:Eligibility • Section 1: Application; Annual Refresh Process

Sample Letter:



Child Care Assistance Program
Department of Early Learning and Care
700 Summer Street NE #350
Salem Oregon 97301

Oregon Department of Early Learning and Care
Oregon Department of Human Services

<Provider Name>
<MAILING_ADDR1>
<MAILING_ADDR2>
<MAILING_CITY>, <MAILING_STATE> <MAILING_ZIP_CODE>

Action Required to Stay on the Employment Related Day Care (ERDC) Waitlist

Date of Notice: 08/12/2026
Action Required Through: 10/31/2026
If No Action is Taken: You will be removed from the ERDC waitlist

Our records show you have been on the ERDC waitlist for over a year. Since some families may no longer need child care, an ERDC waitlist refresh is being done.

If you want to stay on the waitlist, **you must respond by 10/31/2026.** It's always important to ensure your contact information is kept up to date. As a reminder, DELC will invite families from the waitlist to apply for ERDC as spaces open up and will communicate updates as they become available.

What You Need to Do

If you want to remain on the waitlist:

Scan the code below or go to **https://forms.office.com/g/Tpu9pdk84e** and enter your information by 10/31/2026.

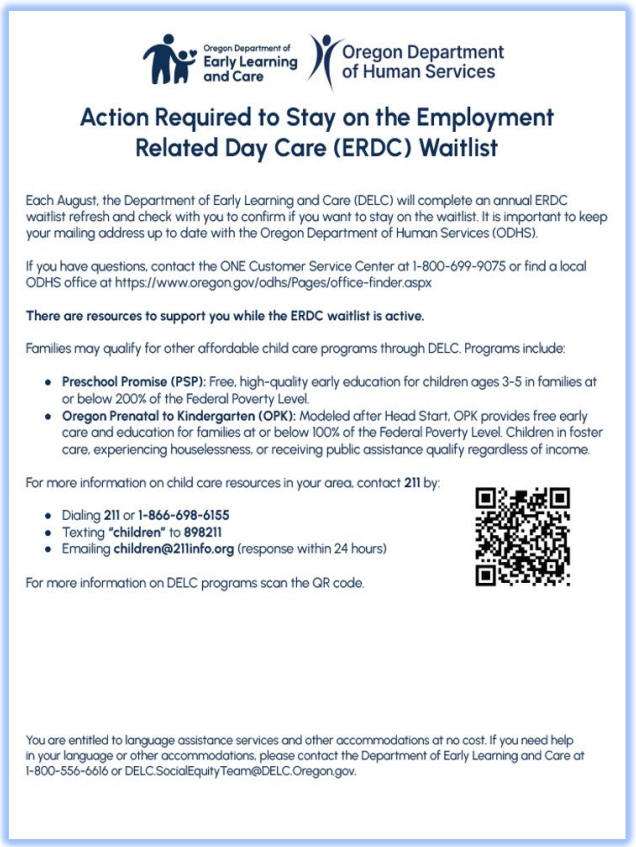
- Your Name John Doe
- Case Number 123456789
- ERDC Waitlist Number 123456

The code and web address will expire after the response deadline in this letter.

If you want to be removed from the waitlist:

Do nothing. If you do not respond by 10/31/2026 your name will be removed from the waitlist, and you will not receive any more waitlist refresh updates.

Important: If you are removed from the waitlist and later decide you want ERDC, you will need to reapply. You will lose your place in line, and you will get a new waitlist number.



Oregon Department of Early Learning and Care
Oregon Department of Human Services

Action Required to Stay on the Employment Related Day Care (ERDC) Waitlist

Each August, the Department of Early Learning and Care (DELC) will complete an annual ERDC waitlist refresh and check with you to confirm if you want to stay on the waitlist. It is important to keep your mailing address up to date with the Oregon Department of Human Services (ODHS).

If you have questions, contact the ONE Customer Service Center at 1-800-699-9075 or find a local ODHS office at https://www.oregon.gov/odhs/Pages/office-finder.aspx

There are resources to support you while the ERDC waitlist is active.

Families may qualify for other affordable child care programs through DELC. Programs include:

- **Preschool Promise (PSP):** Free, high-quality early education for children ages 3-5 in families at or below 200% of the Federal Poverty Level.
- **Oregon Prenatal to Kindergarten (OPK):** Modeled after Head Start, OPK provides free early care and education for families at or below 100% of the Federal Poverty Level. Children in foster care, experiencing houselessness, or receiving public assistance qualify regardless of income.

For more information on child care resources in your area, contact **211** by:

- Dialing **211** or **1-866-698-6155**
- Texting **"children"** to **898211**
- Emailing **children@211info.org** (response within 24 hours)

For more information on DELC programs scan the QR code.

You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Department of Early Learning and Care at 1-800-556-6616 or DELC.SocialEquityTeam@DELC.Oregon.gov.

Link back to Details section

Authorized by

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Questions?

childcare.policy@delc.oregon.gov