

# Employment Related Day Care (ERDC) Provider Guide Insert *November 2024*

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This Provider Guide insert outlines changes to the ERDC 9% Additional Payment form and request process.

As of January 1, 2024, ERDC can pay an additional 9% for payment that is processed late. A payment is considered late under the following conditions:

- **For Home-Based Providers:** A payment is considered late when a legible and complete 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 complete billing form is processed more than seven business days after it was received by DPU.

If you believe you meet the above criteria, you may submit a request using the form found on the Department of Early Learning and Care (DELC) website:

<https://www.oregon.gov/delc/providers/pages/erdc-providers.aspx>

Requests must be made within 30 days of receiving the payment. Once the request has been reviewed, DPU will determine if a payment was issued late and the additional payment can be made. Payment will be made in the same manner as the provider receives their regular ERDC payments, by check or direct deposit.

As of **November 2024**, there are now three options for submitting the request, and an attestation has been added to the 9% Additional Payment request form to indicate who is completing the form.

## Options:

- Providers may request the additional payment for themselves
- Providers may request support from DPU to submit the additional payment request
  - DPU: 1-800-699-9074 or [customerservice.dpu@delc.oregon.gov](mailto:customerservice.dpu@delc.oregon.gov)
- **NEW:** Licensed Family Child Care Providers (Certified Family or Registered Family Providers) may request support from their Union to submit the additional payment request.
  - If you are a licensed family child care Provider, and have questions about your Union rights related to the Additional 9% Payment, including the right to have the Union submit the claim on your behalf, to file a grievance, or your Union right to grieve if your claim for Additional 9% Payment is denied, you may contact your Union representatives at [oregonccpt132.stewards@gmail.com](mailto:oregonccpt132.stewards@gmail.com)

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 DELC at 503-947-1400.