

# Enrolling In Treetop with Employment Related Daycare

1. Fill out initial registration form  
Online: <https://form.jotform.com/222636080I2204I>!

2. Watch for a confirmation email with enrollment packet

3. Fill out and send enrollment packet back, wait for confirmation email

Do you already have Employment Related Daycare (ERDC) benefits?

Yes, what now?

1. Contact the Direct Payment Unit (DPU: This is the unit responsible for the payment side of the subsidy) and connect your case with Treetop as a provider-  
DPU Number: +1 (800) 699-9074  
Treetop Provider Number: ISS00015

2. Email Treetop confirming you have connected your case to us

3. Once verified, we will contact you to finish registering

No, but I would like to

1. Apply:  
Online-  
Set-Up ONE Oregon Account: Setting Up Your Account  
Confirm email address  
Follow Instructions on site

\* An Oregon ONE Account will let you know whether or not you qualify for ERDC, OHP, and other benefits.

Phone-  
Call: 800-699-9075, M-F, 7am-6pm  
In-person-  
1200 Executive Parkway, Suite 460,  
Eugene, Oregon 97401

2. Provide verifications of income list of what you need to apply:  
<https://www.oregon.gov/odhs/benefits/Documents/one-document-checklist-en.pdf>

3. Complete an interview  
Completed either at the time of application or you will be contacted via phone/mail with an appointment

4. Follow the steps for those already enrolled!



**Treetop Academics**  
After-School Enrichment Program



**E**mployment Related Daycare, or ERDC, is a subsidy program run through Oregon’s Department of Early Learning and Care (DELIC) meant to help families pay for childcare. Treetop academics does accept ERDC subsidy as a form of payment for childcare. Please read through the following document for step by step information if you have ERDC already or are interested in receiving ERDC subsidies.

## Enroll in Treetop

1. Fill out initial Treetop registration form Online:  
<https://form.jotform.com/222636080122041>
2. Watch for a confirmation email with Treetop enrollment packet
3. Fill out and send enrollment packet back, wait for confirmation email that we received your packet

## Connecting ERDC Benefits to Treetop

1. You may now contact the Direct Payment Unit (DPU: This is the unit responsible for the payment side of the subsidy) and connect your case with Treetop as a provider
  - a. DPU Number: +1 (800) 699-9074
  - b. Treetop Provider Number: ISS00015
2. Email Treetop confirming you have connected your case to us
3. Once verified, we will contact you to finish registering

### ERDC Minimum Requirements

- Live in Oregon
- Working/In-school/receiving TANF
- In a two-parent household both parents must be in working or in school to qualify, some exceptions made for parents with health conditions or supervised contact requirements
- In need of child care to keep working, attending school, or participating in well-being activities
- Have a child under 13 OR a child between the ages of 13-17 with special circumstances
- Meet income limits

### Income Limits

# In Family	Gross Monthly Income	
	To Start ERDC	Continue ERDC
2	\$3,407	\$5,161
3	\$4,304	\$6,375
4	\$5,200	\$7,589
5	\$6,097	\$8,803
6	\$6,994	\$10,018
7	\$7,890	\$10,245
8+	\$8,787	\$10,984



## Apply to Receive ERDC Benefits

### Applying for ERDC benefits:

These are the steps required to apply to qualify for ERDC benefits, once this process is complete they will give you approval to connect to Treetop.

### Step 1: Start ERDC Application

You have three choices of how to apply, you can apply Online, call the number listed below, or visit the in-person office.

#### Online

1. Set-Up ONE Oregon Account\*:
2. Setting Up Your Account
3. <https://one.oregon.gov/UserRegistration/SettingUpAccount>
4. Confirm email address
5. Follow Instructions on site

\* An Oregon ONE Account will let you know whether or not you qualify for ERDC, OHP, and other benefits.

#### Phone

Call: 800-699-9075, M-F, 7am-6pm

#### In-person

1200 Executive Parkway, Suite 460,  
Eugene, Oregon 97401,  
M-F, 8am-5pm

### Step 2: Provide verifications of income to ERDC - What you need:

<https://www.oregon.gov/odhs/benefits/Documents/one-document-checklist-en.pdf>

### Step 3: Complete an interview with ERDC

Completed either at the time of application or you will be contacted via phone/mail with an appointment below, or visit the in-person office.

## The Waitlist

1. ERDC currently has a waitlist due to increased demand and limited funding
2. This will not affect you if you are currently receiving services
3. Families can expect to wait 18-months or longer
4. Exemptions:
  - Families recently or currently receiving Temporary Assistance for Needy Families (TANF) or Temporary Assistance for Domestic Violence Survivors (TA-DVS)
  - Families referred by the Child Welfare Division of the Oregon Department of Human Services (ODHS)
  - Families reapplying for ERDC within two months of benefits ending



## How does ERDC work?

Once approved, here is what to expect:

1. You identify Treetop as your child care provider
2. DELC pays part of the bill, directly to Treetop
3. You will pay the remainder of the bill directly to Treetop

## F.A.Q

1. What is Treetop's provider number?
  - a. ISS00015
2. Does treetop accept ERDC as a subsidy payment for Hackathons (No school day camps)?
  - a. Yes
3. If I have no co-pay, will ERDC still cover the cost of child care?
  - a. Yes, dependent on hours allocated by DELC. (An average amount is 70hrs per month)

## Additional Resources

### **Eugene 4J McKinney-Vento**

#### **Liaison:**

(541) 790-6888

Kristine Craft: craft\_k@4j.lane.edu

Jennifer Volem: volem\_j@4jlane.edu

### **West Eugene Family Center:**

541-686-7722

2101 W 11th Ave, Eugene, OR 97402

### **CAHOOTS Mobile Crisis Unit**

Eugene: (541) 682-5111

Springfield: (541) 726-3714

### **4J Health Centers:**

*Churchill High School*

(541) 790-5227

1850 Bailey Hill Rd, Eugene, OR 97405

*North Eugene High School:*

(541) 790-4445

200 Silver Lane, Eugene, OR 97404

Health centers, staffed with nurse practitioners and therapists, provide comprehensive care for physical and mental health issues, including illnesses, injuries, ongoing health problems, and counseling for depression, anxiety, and more. They accept private insurance and the Oregon Health Plan. Call for appointments.