

Child Care Subsidy Programs (CCSP)

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How to Apply for Working Connections Child Care?

Phone: 1-877-501-2233

Fax: 1-888-338-7410

Online: WashingtonConnection.org

In Person: Local Community Service Office

Application Information

- At Application/Reapplication eligibility is determined as a snapshot. This is the most important time for information to be up to date in eJAS. (Reapplication paperwork is sent out six weeks prior to the end of an eligibility period.)
- Applications are open for 30 days. If a family is denied benefits, but is able to meet the program eligibility requirements within 30 days of the original application date, their case may be reconsidered.
- Eligibility lasts for 12 months except in a few specific circumstances.
- In two parent households both parents must be in an approved activity to receive child care benefits.
- Requests for Information from a family to determine eligibility are due within 10 days (employment verification can be extended to 60 days if certain conditions are met).

Eligibility

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- Our Common Goal is to support families in their development. Documented information on two important components will aid in a timely eligibility determination for families.
- Child's Citizenship: Citizenship status must be verified for all children prior to approval. Most of the time this can be federally verified through our cross-match interfaces. If a parent is unable to verify the child's citizenship status we are not able to approve the child for care.
- Parent's schedule(s): Determine the amount of care a child will receive.



Other Eligible Activities

- The Child Care Team will look in eJAS for participation components, such as VE, hours of participation, that would indicate eligibility to support a family's benefits.
- **Travel Time:** The standard default travel time is 30 minutes each way when the amount needed is unknown.
- **Study Time:** 10 hours of study time is available to a parent if it is part of their eJAS component.
- **Sleep Time:** Sleep time may be covered for a family member before or after working a night shift.

Reporting Changes

Families must report changes if:

- Their address changes
- Their income exceeds 85% of State Median Income
- Their resources exceed \$1M
- Their provider changes

Families may report changes if:

- The amount of care they require increases
- Their household income changes which may lower their copayment
- Their household size increases which may lower their copayment

Child Care Providers

- Authorizations for all provider types are determined by parent participation. Participation of more than 110 hours per month is considered full time. Full time is 23 full days units or 230 hours per month when a child needs five or more hours per day. When a child needs less than five hours per day, full time is 30 half days or 115 hours. Two-parent family's authorization/benefit level is determined by amount of time the parent's schedules overlap.
- Licensed Center:
 - Paid a daily rate: Either full day or half day
 - Other fees: Registration fees and Non-standard hours bonus
- Licensed Family Home:
 - Paid a daily rate: Either full day or half day
 - Other fees: Registration fees, field trip fees and Non-standard hours bonus

Child Care Providers

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Friend, Family or Neighbor (unlicensed):

- Requirements to be an eligible unlicensed provider differ based on the relationship to the child, the age of the child, and the location of the care.
- Background Checks must be successfully completed before payments can begin.



Special Needs Child Care



It is hard to find available quality care when you have a child with documented special needs. A special needs child care rate is available to help support families in acquiring quality care.

- Families with a special needs child can apply for the higher rate for their provider by contacting the Department and asking to speak to someone on the special needs team. The special needs team member will assist the family in gathering the information necessary to apply for this benefit.
- The special needs child care rate is paid to child care providers in addition to the standard state rate when the provider cares for a special needs child.
- The special needs child care rate can be paid to either a licensed or an unlicensed provider



Recent Policy Change

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- Single Parent Household Verification (3/1/2018)
 - The vast majority of families can have their single parent household status verified through other system resources (ACES/SEMS)
- When status can not be verified through agency records:
 - Parent must provide absent parent's name and address; or
 - Claim Good Cause for not providing the information because
 - The Parent does not know the name/address of the absent parent
 - The Parent is afraid that supplying the information will put their family at harm
 - One Collateral Contact to verify their single parent status

Reminder: How best to help

Document in eJAS notes

- Application/ReApplication most important time for updated information
- Parent's Schedules are important for determining eligibility, for example:
 - Classes: 8 am – 5 pm, Monday to Thursday
 - Study Time: 9 am – 3 pm, Friday
 - Travel Time: Mother reports it takes her 1.5 hours to travel by bus from child care to school

Communication

- Encourage families to contact the child care team with questions about their benefits.
- Exchanging information that you feel will aid in a family's eligibility will help support their application being processed promptly.

Questions?

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Thank you!