

General Information for WorkFirst Participants Needing Child Care Subsidy Assistance

Your Case Manager or Social Service Specialist cannot apply for or approve child care for you.

To Apply for Child Care you can:

1. Apply online at Washington Connection –

<https://www.washingtonconnection.org>

(This gives us the most detail to help work your application. Please see the list below of what should be included on your application) or,

2. Apply by Phone – (877) 501-2233 (Monday through Friday, 8am to 5pm) or,
3. Complete the DSHS application form (**under section number 8, check the “other” box and write in Child Care**) and drop off at your local DSHS office or mail to:

CSD – Customer Service Center

PO Box 11699

Tacoma, WA 98411-6699 or,

4. Fax the completed application to (877) 759-4058

You may need to provide information on the following:

- Activity schedule – include the anticipated days per week and scheduled times.
Example: Monday through Friday, 9:30 am to 5:30 pm
Saturday- 5:30 pm to midnight
- If working, wage stubs or verification of your gross income for the past 3 months.
- Travel time from daycare to your activity.

General Provider Information:

- Child care provider information – you can call 211 to find a provider.
- Payment begin dates will depend on the type of provider you choose (licensed or unlicensed) and the provider’s eligibility.
- You can use a licensed provider while we are processing your unlicensed provider.