



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
 WORKING CONNECTIONS CHILD CARE (WCCC)

Date:
 Client ID:
 Local Office:
 Office Phone:

You have been authorized to provide in-home/relative child care by the Working Connections Child Care (WCCC) program. This parent/guardian can use child care for the following:

- Employment WorkFirst activity School Other: _____

Child care is authorized from _____ to _____. The state pays only for child care for the activity(ies) listed above. No payment will be made for care provided prior to the date all background check results are received.

- The parent/guardian should pay you \$15.00 a month from _____ to _____.
 The parent/guardian should pay you \$_____ a month from _____ to _____.

This is their part of the child care costs, called a copayment. Call the state if the parent has not paid you their monthly copayment and you want the parent to pay it to you.

Where can I do the child care?	
Column 1	Column 2
You must do the child care in the child's home if you are: <ul style="list-style-type: none"> • A friend or neighbor • A relative of the child not listed in Column 2 	You can do the child care in your home if you are the child's: <ul style="list-style-type: none"> • Grandparent or great grandparent • Aunt, uncle, great aunt, or great uncle • Brother or sister who is living outside of the child's home • An extended tribal family member under Chapter 74.15 RCW

To be an in-home/relative caregiver, you must:

- Complete, sign, and give to the state Part II of the Working Connections Child Care Application, DSHS 14-417, and a Background Authorization, DSHS 09-653.
- Be 18 years of age or older.
- Not have a disqualifying background under WAC 170-290-0160.
- Be physically and mentally healthy enough to meet all the needs of the child in care. If WCCC staff ask for it, the parent(s) must provide written proof you are physically and mentally healthy enough to be a safe child care provider.
- Be able to care for the child without using physical punishment or mental abuse.
- Be able to accept and follow instructions.
- Be a U.S. citizen or legally able to work in the U.S.
- Be regular in job attendance.
- Provide care to the child in a safe home.
- Be informed, by the parent, about basic health practices, prevention, and control of infectious disease, and immunizations.
- Provide constant care, supervision, and activities based on the developmental needs of the child.
- Immediately report, to the parent, any notice of criminal convictions or pending charges against yourself or of anyone in the household 16 years of age or older, when care occurs outside the child's home.
- Not bill DSHS for more than six children at one time for the same hours of care.

The state pays an hourly rate for in-home/relative care but you are an employee of the parent. The parent, your employer, has to do some things for you like sometimes paying you minimum wage and social security benefits. For more information contact the **U.S. Department of Labor, Wage, and Hour Division at (206) 398-8039.**

How will I know child care has been authorized?

A Social Services Notice will be mailed to you. The Social Services Notice tells you:

- Which children you will be paid to care for;
- The maximum number of hours of care you can bill for each month;
- What hourly rate the state will pay for each child;
- How much the parent's monthly copayment is (the parent pays this directly to you);
- How long the parent could be getting help from WCCC to pay for child care; and
- When child care has been authorized, changed, or stopped.

What kind of records must I keep?

You need to keep records of the child care you provide including both days and times. You must keep these records for at least five years. If the state asks you for these records and you do not have them or the records do not include days and times, you might have to pay money back (an overpayment) to the state. Claiming payment for child care you did not provide or for more hours than you actually provided may also result in an overpayment. You have fourteen (14) calendar days to give the state your records if the state is preparing to set up an overpayment.

How do I make sure payment comes to me as quickly as possible?

To be sure your child care payment comes as quickly as possible, make sure you:

- Make a record of the actual hours of child care you provide each day.
- Add up the daily hours at the end of each month.
- Fill out the invoice at the end of each month. (The invoice should arrive near the end of the month).
- Report to the state within 10 days any changes to your legal name, address, or telephone number. Incomplete or inaccurate address information will delay or stop payment.
- Call the state if the parent has not paid you their monthly copayment and you want the parent to pay it to you.

Each time you receive a check from the state for child care, you will also receive a notice called a "Warrant Remittance Advice." This notice tells you:

- When you received the payment,
- The amount the payment was for, and
- If there were any tax related deductions.

How do I complete the service invoice?

- STEP 1** Check to make sure all pre-printed information is correct. No changes of name or address can be made on the invoice. Call the local office if information on the invoice is not correct or if you have questions.
- STEP 2** Check your calendar or attendance record for the number of hours authorized child care was provided to the child that month.
- STEP 3** "Hour (HR)" is preprinted on the invoice under "Service Unit." The number of hours you write in cannot be more than the pre-printed hours. Review your attendance record with the parent, your employer. Write in the total hours from your calendar or attendance record in the box labeled "Total Units." Make sure you only count hours you cared for the children when the parent was on the job or in an approved work activity, and allowable travel time to the job, etc. Extra hours for school-aged children for school holidays are written in the "School Holiday Care" boxes.
- STEP 4** If an invoice comes for a month no care was provided; write "0" in the box labeled "Total Units." Do not leave the space blank. Call the local office immediately if you are no longer providing care.
- STEP 5** Sign in the box labeled "Payee Signature." You may want the parent, your employer, to also review the number of hours you are claiming and sign and date the invoice.
- STEP 6** You may either mail the original invoice back to the state or call Invoice Express at 1-888-461-8855. Instructions for Invoice Express are on the invoice. When you use Invoice Express to bill, do not send in the invoice. If you do, this will slow your payment. Make a note on the amount you claimed in your child care records.
- STEP 7** The state will mail a payment to you within 14 working days after the invoice is received. It is your employer's, the parent's, responsibility to pay you the monthly copayment. The parent is not eligible for WCCC if they do not pay the copayment. It is a good idea to always give your employer, the parent, a receipt every time they pay you.

More about the Service Invoice

Call the local office if:

- The invoice does not come in the mail; or
- You claim the wrong amount.