



CHILD CARE SUBSIDY PROGRAMS (CCSP)
CCSP Authorization Letter

CONTACT CENTER PHONE NUMBER	CONTACT CENTER FAX NUMBER
CLIENT IDENTIFICATION NUMBER	DATE

- Seasonal Child Care
- Working Connections Child Care

Your child care authorization is based on the information you provided to DSHS.

- Child care is being authorized for _____ for Half days Full days Hours
- Child care is being authorized for _____ for Half days Full days Hours
- Child care is being authorized for _____ for Half days Full days Hours
- Child care is being authorized for _____ for Half days Full days Hours

Copayment

A copayment is your share of your child care cost and must be paid directly to your provider. If you are required to pay a copayment, the amount is based on your family size and your monthly income.

- Your monthly copayment will be \$ _____ from _____ to _____ .
- Your monthly copayment will be \$ _____ from _____ to _____ .

If you are required to pay a copayment, you must pay it for any month that DSHS pays for child care services. Failure to pay your required copayment may result in early termination of your child care benefits WAC 110-15-0030 and 110-15-0110.

Additional information:

DSHS considers children to be school-aged if they are five through 12 years of age by September 1. If your child is age five, but not attending school in the fall, please contact the number above.

If you use a licensed child care provider

Full day authorizations for school age children are automatically reduced to half days for the school year, September through May.

Authorizations for full time school age children are automatically increased from 30 to 46 half days for June, July and August to accommodate the summer break.

If you use a license-exempt, Family, Friend and Neighbor provider

Authorizations of more than 115 hours per month for school age children are automatically reduced to 115 hours for the school year, September through May.

“School Holiday Care” hours, between 35 - 70 hours each month, are available for the provider to claim during the school year. These hours cover times when a school-aged child is not in school, such as early release and no-school days. During the summer break of June, July and August, there are up to 115 “School Holiday Care” hours each month. There is a box on the invoice labeled “School Holiday Care” where the provider claims these extra hours.

Changing Providers?

If you plan to change providers for any reason, or have a change in your care needs you must contact DSHS within five days of the change as required by WAC 110-15-0031.

Child Care Aware provides free, unbiased information and referrals for families seeking high-quality licensed child care. Call 1-800-446-1114 or online at <http://wa.childcareaware.org>.

To find licensed child care background check statuses, licensing history, monitoring reports, languages spoken and much more, go to: **Child Care Check at www.del.wa.gov/check.**

To find information about children's developmental milestones and the availability of a developmental screening for your child, call the Family Health Hotline at 1-800-322-2588 or go to <http://www.parenthelp123.org/child-development/child-development-screening-public>

Report any concern about possible licensing violations or child abuse or neglect at child care facilities by calling 1-866-End Harm (1-866-363-4276).

Hearing Rights

If you disagree with this decision, you may request a hearing by contacting this office or write to Office of Administrative Hearings, P.O. Box 42489, Olympia, WA 98504-2489. You must request your hearing:

- On or before the effective date of this action or no more than 10 days after we send you notice of this action, if you receive benefits now and you want them to continue, or
- Within 90 days of the date you receive this letter.

At the hearing, you have the right to represent yourself, be represented by an attorney or by any other person you choose. You may be able to get free legal advice or representation by contacting an office of legal services.

Reporting Changes

Call 1-877-501-2233 or Fax 1-888-338-7410

Online at: <https://www.washingtonconnection.org/home/>

Mail: DSHS Customer Service Contact Center
P.O. Box 11699
Tacoma WA 98411

Include your Client ID on each page you submit.