



WORKING CONNECTIONS CHILD CARE (WCCC)
CHILD WELFARE CONTINUING CHILD CARE (CWCCC)

CWCCC Eligibility Letter

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

Working Connections Child Care

You are eligible for child care with no monthly copayment beginning _____ and ending _____.

Please provide your provider information so that we can authorize payment. You can provide that information by phone at 1-877-501-2233, online at www.washingtonconnections.org, or in-person at your local DSHS office.

You are responsible to:

- Give us current information so we can determine your eligibility and authorize child care payments correctly.
- Choose a licensed child care provider who meets requirements of WAC 110-15-0125 or WAC 110-15-3750 and make your own child care arrangements.
- Cooperate with the quality assurance review process to remain eligible for CCSP. You become ineligible for CCSP benefits upon a determination of noncooperation by quality assurance and remain ineligible until you meet quality assurance requirements. WAC 110-15-0030
- Cooperate with the fraud early detection (FRED) investigator. If you refuse to cooperate (provide information requested) with the investigator, it could affect your benefits.
- Record your child's attendance using an electronic attendance system each day they attend care. Your provider can show you how to do this.

You must report these changes

- Within five (5) days of starting care at your child care provider;
 - Within 10 days of changing your home address or telephone number;
- You are not required to report the following changes, but doing so may increase your child care authorization:**
- You need more child care hours than currently authorized;
 - Someone moves into or out of your household.
- Failure to meet any of these responsibilities may result in an overpayment or the end of your benefits.**

Your Rights:

- I will be treated politely and fairly no matter what my race, color, political beliefs, national origin, religion, age, gender, disability or birthplace.
 - I will have CCSP eligibility determined within 30 days from my application date.
 - I will be informed, in writing, of my legal rights and responsibilities related to CCSP benefits.
 - My information will be shared with other agencies when required by federal or state regulations.
 - I will get a written notice at least 10 days before the state makes changes to lower or stop benefits except as stated in WAC 110-15-0120.
 - I may ask for a hearing if I do not agree with a decision related to my CCSP case.
- I may ask a supervisor or administrator to review a decision or action affecting my benefits without affecting the right to a hearing.
 - I may have an interpreter or translator service within a reasonable amount of time and at no cost to me.
 - I may choose my licensed provider as long as the provider meets the requirements in WAC 110-15-0125.
 - I may ask the fraud early detection (FRED) investigator from the division of fraud investigations (DFI) to come back at another time. I do not have to let an investigator into my home. This request will not affect my eligibility for benefits. If I refuse to cooperate (provide information requested) with the investigator, it could affect my benefits.

Child Developmental Information

You can learn if your baby or child's development is on track or if she needs a little extra practice to be ready for school. To do this, you can complete a free child development screening questionnaire by calling the Family Health Hotline at 1-800-322-2588 or go to the Parent Help 123 website <http://www.parenthelp123.org/child-development/help-me-grow-washington> to learn more about it.

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

You may find licensed child care background check statuses, licensing history, monitoring reports, languages spoken and much more at Child Care Check at www.del.wa.gov/check.

Children have the basic human right to be safe. Abuse and neglect threaten children's safety by placing them at risk of physical and emotional injuries and even death. If you suspect a child is the victim of abuse or neglect, call DSHS toll free at 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 98507-2489. 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: Washingtonconnection.org

Mail: DSHS Contact Center

PO BOX 11699

TACOMA WA. 98411

Include your Client ID on each page you submit