



STATE OF WASHINGTON  
**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**  
CHILD CARE SUBSIDY PROGRAMS (CCSP)

## In-Home / Relative Pending Letter

Date: \_\_\_\_\_

\_\_\_\_\_  
LOCAL OFFICE

\_\_\_\_\_  
CASE NUMBER

\_\_\_\_\_  
FOLD

You have asked for help from WCCC to pay for child care provided by either:

1. An adult who comes into your home to provide child care; or
2. An eligible relative in the relative's home.\*

In order to have child care authorized YOU must:

- Complete and sign the attached Child Care Subsidy Programs (CCSP) Application Part 2. Do not leave any information blank. The provider must sign this form too.
- Have the provider complete the Background Authorization form, DSHS 09-653. If ANY items are left blank or incomplete, it will be returned unprocessed and delay benefits. Write "none" when it does not apply. Processing may take two to three weeks.
- If the provider is an eligible relative\* and caring for your children in their home, anyone in the home who is age 16 or over must also complete a Background Authorization form. You need to ask for additional forms if you chose this type of child care.
- Provide a copy of the provider's social security card.
- Provide a copy of the provider's photo identification.

Please provide this information by \_\_\_\_\_ per WAC 170-290-0135, 170-290-0143.

Please call the number below if you have questions.

Call Center Telephone Number: \_\_\_\_\_

\* An eligible relative is the child's grandparent, aunt, uncle, great-grandparent, great-aunt or great uncle, an adult brother/sister living outside the child's home or an extended tribal family member under RCW Chapter 43.215.