



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

Family, Friend or Neighbor (FFN) Provider Change Letter

Date: _____

CUSTOMER SERVICE CONTACT CENTER PHONE

CUSTOMER SERVICE CONTACT CENTER FAX

CLIENT APPLICATION NUMBER

FOLD

You have asked for one of the following changes to your current FFN child care arrangements:

- You or your provider want to change the location of care.
- You want your provider to begin watching a new child.
- Other: _____.

Before DSHS can make any changes to your authorization, your provider must first contact the Department of Children, Youth and Families (DCYF) to start the change process.

Please have your provider start the request for the change, in their WA Compass provider profile at dcyf.wa.gov/services/early-learning-providers/ffn. To contact DCYF, call 1-866-482-4325 #8, or email dcyf.ffn@dcyf.wa.gov. After DCYF has processed the request, they will notify us so that we can make the approved changes to the payment authorization.

Other Information

Child Care Aware provides free, unbiased information and referrals for families seeking high-quality child care. To contact Child Care Aware call 1-800-446-1114 or online at 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 findchildcarewa.org.

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 parenthelp123.org/child-development/help-me-grow-washington to learn more about it.

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).

If you have any questions, please contact us at the Customer Service Contact Center number listed above.