ChildCare Subsidy Program

<https://www.dshs.wa.gov/esa/community-services-offices/child-care-subsidy-program>

Phone #: **1-877-501-2233**

Fax #: **1-888-338-7410** (put client id # on every page sent in)

Answer #: **1-877-980-9220**

Provider #: **1-800-394-4571**

To find a licensed provider: **Resource & Referral line** – **1-800-446-1114**

\*Copayment amount is determined.

\*The amount of care authorized is determined by the hours that the client is in their activity.

\*Once approved, we need to get the daycare provider’s information.

* Licensed daycare
* Unlicensed daycare

\*Once approved, some changes need to be reported and some aren’t required.

**Approved Activities:**

\*TANF clients participating in Workfirst

\*BFET

\*Employment

\*Self-Employment (outside of the home)

\*School

-if under 22yrs old, high school or GED

-Voc Ed leading to a degree or certificate in a specific occupation through technical, community, or tribal college; AND must be working 20hrs/wk or doing Workstudy 16hrs/wk

**Eligible Child:**

\*must meet citizenship / legal residency guidelines

\*Less than 13yrs old; or

\*Less than 19yrs old and either a) have a verified special need or b) Be under court supervision

Is this client eligible for CCSP?

No

**Income:**

\*Countable income: All gross income from: TANF, employment, child support, unemployment, SSI

\*Excluded income: tax refunds, adoption support or foster care payments, military housing & food allowance, most financial aids for schooling

\*Deductions: the only deductions CCSP allows is the amount of court ordered child support paid out.

*\*\*NOTE- for Non-Needy Relatives, we do NOT use their income to determine eligibility.*

**Is the client under the income limit (200% FPL)? \*\* Recently added question: is the household resources under $1million?**

**Yes**

Not eligible for childcare

No

**Is the client in an approved activity?**

Not eligible for childcare

**Yes**

No

**Does the client have an eligible child?**

Not eligible for childcare

**Yes**

**CL is approved!**

What Changes do you have to report?

**If you are in an Approved Childcare case, you must report the following:**

\*Within 5 days of changing your child care provider;

\*Within 10days of changing your home address or telephone number;

\*Within 10days if your household income exceeds 85% State Median Income;

\*If you are using an unlicensed provider, you must report to us, within 24 hours, any pending charges or conviction information you learn about your in-home/relative provider and/or anybody 16 years of age or older who lives the provider, if care is provided outside of the child’s home.

**You are not required to report the following changes:**

\*A change in your approved activity

\*You need more childcare hours than what is currently authorized;

\*Your household income decreases;

\*Someone moves into or out of your household; or

\*Your legal obligation to pay child support

\*\*NOTE- these are not required to be reported, but doing so may allow us to keep you informed of changes may result in a lowered copayment or an increase in care.

