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| STATE OF WASHINGTON**DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES**CHILD CARE SUBSIDY PROGRAMS (CCSP)**Family, Friend and Neighbor (FFN) In-Home / Relative Pending Letter** |
| Date:   |  CHILD CARE SUBSIDY CONTACT CENTER PHONE CHILD CARE SUBSIDY CONTACT CENTER FAX CLIENT APPLICATION NUMBER |
| ­You have asked for help from Working Connections Child Care to pay for child care provided by either:1. A non-relative (friend or neighbor) who comes to your home to do child care; or
2. An eligible relative (family) in the relative's home or an eligible relative who comes to your home to do child care.

**Please read and follow directions in Sections 1 and 2 of this letter.** |
| **Section 1. Before payment is authorized and provider is approved by the Department of Children, Youth and Families (DCYF)** |
| **All** family, friend, and neighbor (FFN) providers **must**:1. Be 18 years or older.
2. complete a registration in the WA Compass provider portal at [dcyf.wa.gov/services/early-learning-providers/ffn](https://www.dcyf.wa.gov/services/early-learning-providers/ffn). This includes uploading a legible and valid copy of the valid Social Security card and government issued photo identification, such as a driver’s license, Washington state identification, or passport.

Once the registration is reviewed, the provider will be sent directions on how to complete the Portable Background Check (PBC) application through MERIT**.** **For questions, contact DCYF at 1-866-482-4325 Option #8**. |
| **Non-Relative**Child care is allowed in the **Child’s** home only | **Relative** (family by blood relationship, marriage or court decree)Child care is allowed in the **Provider’s** home or the **Child’s** home |
| Provider is not related to the child and is:1. A friend; or
2. A neighbor of the parent.
 | Provider is related to the child and is:1. An adult sibling who lives outside the child’s home;
2. A grandparent (also greats and great-greats);
3. An aunt or uncle (also greats and great-greats);
4. Cousin (must complete Health and Safety requirements in Section 3) or
5. Other family by blood relationship, marriage or court decree.
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|  | If care is in the **provider’s home**, the provider must have all individuals 16 years of age and older, who live with the relative also complete a Portable Background Check application. . |
| **Section 2. After approval by the DCYF.**  |
| The payment start date is the day a cleared Portable Background check is received for the provider or the latest cleared Portable Background check date among required household members.To remain eligible for payment, all FFN providers must:1. Complete, within the first ninety (90) days of the payment begin date, DCYF Electronic Attendance Tracking training. Find training information at [dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system/training](http://www.dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system/training) or have your electronic attendance tracking system approved by DCYF at [dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system/training](http://www.dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system/training).
2. Use the electronic attendance system daily to enter start and end times for care provided to each child and submit the electronic records to DCYF each month using the electronic system.
3. Keep their information in the WA Compass provider portal and MERIT updated with changes to their legal name, address, email and telephone number.
4. Keep their Portable Background Check updated (required every 3 years).

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| **Section 3. Additional requirements**The following are **additional on-going eligibility requirements** for providers based on their relationship to the child and where care takes place: |

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| **Non-Relative and Cousin** ProvidersCare by a Non-Relative is allowed in the **Child’s home only.**  | Eligible **Relative** ProvidersChild care is allowed in the **Provider’s** or **Child’s** home |
| 1. Within the first 90 days of the payment begin date, the provider must complete:
	1. DCYF Health and Safety Training or have verification of a DCYF training exemption per WAC 110-16-0025(2)(b). The DCYF Health and Safety Training can be found on-line at: dcyf.wa.gov/services/early-learning-providers/ffn;
	2. Complete infant, child, and adult first aid and cardiopulmonary resuscitation (CPR) training.
	3. Enter the completion date of the CPR/First Aid training in MERIT at https://apps.dcyf.wa.gov/MERIT/Home Provide proof of the CPR/First Aid training (card, certificate, or instructor letter).
	4. Complete Infant safe sleep training when caring for infants

2. Participate in an annual visit with a DCYF License Exempt Specialist, in the home where care is provided. When available, you, the parent are encouraged to be present. The purpose of the visit is to ensure the provider is in compliance with the health and safety requirements, observe the child care environment and provider interactions with the child, and discuss health and safety practices.1. Complete at least two hours of DCYF approved Health and Safety training annually.
 | 1. When child care occurs in the relative provider’s home, individuals 16 years of age and older who:
	1. Live with the relative provider must keep their Portable Background Check updated (required every 3 years).
	2. Plan to live with the relative provider, must have a Portable Background Check completed prior to moving in with the provider.
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| 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 [childcareaware.org](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 findchildcarewa.org. If you are unable to access this information online, please contact our office at 1-844-626-8687 so we can provide the information for you.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](http://www.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 DCYF toll free at 1-866-END-HARM (1-866-363-4276).**Please call the Child Care Subsidy Contact Center if you, the parent, has any questions about next steps or your on-going eligibility at 1-844-626-8687.****If your provider has questions about the approval process and requirements have them contact their license exempt specialist at: 1-866-482-4325 #8 or email to** **dcyf.ffn@dcyf.wa.gov****.**  |