



Child Care Provider Guide to Child Welfare Payment Transitions



Washington State Department of
CHILDREN, YOUTH & FAMILIES

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*Please note, this guidance is subject to change and does not replace policy.

Problem Statement

There is no automatic system that smoothly moves a child from Child Welfare payments to Child Welfare Continuing Child Care (CWCCC) and then to Working Connections Child Care (WCCC). Because of this, important details can be missed. When that happens, payments may be delayed or stopped without warning.

Guide Purpose

This guide helps child care providers who serve children moving between Child Welfare payments and WCCC. It does not add new tasks. It helps you:

- Check payment information
- Understand how Child Welfare payments work
- Learn common problems and how to avoid them
- Know who does what in each process
- Build habits like checking authorization dates and using the Provider Portal

Acknowledgement and Call to Action

Child Welfare payments work differently from WCCC and can be confusing. Because multiple funding sources may overlap, providers must use clear communication, shared practices, and monthly tracking to avoid gaps in payment. This guide highlights commonly overlooked details, identifies risk areas, and consolidates key information to support problem-solving.

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Quick Guide: Child Care Contact and Payment Continuum Overview

Summary information is detailed in the table below.

Topic	Child Welfare Payments	CWCC & WCCC
Contact	Dcyf.cwearlylearningnavigator@dcyf.wa.gov	1-800-394-4571 Working Connections Child Care (WCCC) Subsidy Program Information
Eligibility	See glossary	See glossary
How it starts	Caseworker sends referral	CWCCC: Caseworker sends referral + parent must apply to WCCC. WCCC: parent applies directly.
Length of Approval	Up to six months (paid monthly)	12 months
Payment Timing	Based on provider claims	Based on provider claims
Electronic Attendance System	Provider must enter child manually	Auto-populated
Termination Notice	Provider Portal	Provider Portal, and emailed when available.
Special Needs Rate	Caseworker submits Administrative Approval Request (AAR) Must be approved by chain of command Child care provider must fill out Special Needs Child Care Rate Request form and return to caseworker	Parent applies through WCCC - How to Apply for WCCC Special Needs Rate

Overview of Child Care Payment Continuum: Important Tips

The order in which these processes are listed is not necessarily the order in which you or your clients will encounter them.

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Be aware:

- DCYF may not always send a written termination notice.
- If parents do not apply for CWCCC or WCCC, payments will not start.
- Check the provider portal for all authorized referrals. DCYF does not pay for services that are not authorized.

Tips:

- Check the provider portal for all authorized referrals.
- Termination notices appear in the provider portal.
- After a caseworker sends a referral to Working Connections, the parent must call WCCC.
- Track all funding streams and end dates every month.

Glossary

Pay close attention to the specific language, including definitive language (is, must, shall) versus conditional language (can be, maybe).

Variability in language reflects the complexity of circumstances. In such cases, you can inquire with the Child Welfare office at dcyf.cwearlylearningnavigator@dcyf.wa.gov, directly to the caseworker associated with the referral, or the [WCCC Provider Line \(phone and email\)](#).

Recommendation: If initial contacts cannot provide clear answers, request connection to the appropriate resource. Interpreter services are also available upon request.

Common Terms

- **DCYF Fiduciaries:** Staff who enter Child Welfare payment information.
- **Payments:** Child Welfare payments, including 90-Day and 6-Month Out-of-Home payments.
- **Out-of-Home:** Children placed in licensed relative, kinship, fictive kin home, foster care or state-dependent placements.
- **Subsidy:** A program that pays for child care on behalf of a family or child as outlined in WAC.
- **Certification Period:** Used by Working Connections to describe the 12 months of care provided for a child who has been determined eligible for subsidy. The 12 months begins at the date of application. At the end of a certification period, a parent must reapply for subsidized child care and, if eligible, is authorized for another 12 months.

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- **Authorization Period:** A term for the timeframe the provider can bill for subsidy payment.
- **Payment Period:** The provider is paid for the claim or the number of days the child attended care, if it is a center effective October 1, 2026. They submit to the department.
- **Multi-Licensed:** A person licensed to provide care of a child, e.g.) licensed relative, foster parent, and is also a licensed child care provider.
- **Certified for Payment Only (CFPO): Tribal** child care programs overseen by the Tribe.
- **Guardianship/Adoption:** Once finalized, the dependency case closes and Child Welfare payments end. Legal guardians and adoptive parents should apply for WCCC 15–30 days before the hearing.

Child Care Paid by Child Welfare

90 Day Child Welfare Payments

Child Welfare payment referrals are created by Child Welfare caseworkers and processed by the DCYF Fiduciary team.

- Child Welfare policy allows payment of childcare for up to 90 days for children who are in the care of their parents. When the case closes, child welfare payments will stop.
- The child must live in Washington state.
- The child must be under age 13, with some exceptions.
- The child must be living with a parent.
- There is no income requirement for parents.
- Parents do not need to participate in “approved activities.”
- There is no parent co-pay.

Six Month Out-of-Home Child Welfare Payments

Child Welfare payment referrals are created by Child Welfare caseworkers and processed by the DCYF Fiduciary team.

- The child is in out-of-home placement, such as foster care or relative care, and caregivers must be working or in school.

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- The child must be under age 13, with some exceptions.
- There is no income requirement for placement.
- Payments can be authorized for up to six months at a time.
- Paid monthly.

Child Care Paid by Working Connections

Child Welfare “Continuing” Child Care Payments (CWCCC)

CWCCC referrals are created by Child Welfare caseworkers. Parents must also complete the application with Working Connections.

- The child must live in Washington State.
- The child must live with a parent, not a caregiver (with some exceptions).
- The child must be under age 13, with some exceptions.
- There is no income requirement for parents.
- Parents do not need to participate in “approved activities.”
- Parents can apply up to six months after the Child Welfare case closes.
- The certification period lasts 12 months from the date of the application.
- There is no parent co-pay.

Resources: See the CWCCC process section below.

Working Connections Child Care Subsidy (WCCC)

Parents apply directly to WCCC, who will review the application and determine eligibility.

Resources: See the WCCC process section below.

Need To Know Processes: Child Care Paid by Child Welfare

The explanations below give important details to help you understand how each process works and what you can do to prevent problems and keep payments on track. The order of the processes may not match the order you or your client’s experience. Changes in a parent’s or caregiver’s legal status can affect eligibility and what funding source can be used. If you learn about a change, contact DCYF to confirm the next steps.

Each process section explains:

- How the process starts

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- How payments are created and made
- Attendance rules
- How you will be notified when payments are ending and how payment stops

90-Day Child Welfare Payments

This process works the same as the six-month Child Welfare payment process described below.

Six Month Out-of-Home Child Welfare Payments

Initiation

- In a two-parent household where both adults are working or in school, caregivers must inform their DCYF caseworker of which provider they want to use, the planned schedule/attendance details, and reason childcare is needed.
- **Eligibility:** The referral must be approved by DCYF Child Welfare.
- **Referral:** A DCYF caseworker creates a referral for payment, which is then processed by DCYF Fiduciaries.
- If you have questions or run into problems, you can email Dcyf.cwearlylearningnavigator@dcyf.wa.gov.
- **Resources:** Licensing information is available through the [WA Compass Provider Portal](#).

Helpful Tip: Your approved referral includes important details such as the child's name, date of birth, service start date, "authorized until" date, and the caseworker's contact information. Write the "authorized until" date on your calendar. If it is missing, you may need to ask for it.

Payments

Payments and Provider Information

Payments are made by Child Welfare. Providers can view payment authorization details in the Provider Portal under the "Authorizations" tab. There may be a **24–48-hour delay** before information appears. These updates are not emailed automatically. (See the SSPS Portal SAW Access Guide for help.)

Payment Processing

- A DCYF Fiduciary staff member enters new services into the system manually.
- Child care providers submit claims or invoices.
- To avoid over-claiming, wait until the **last day of the month** to submit your invoice. (See the Claim Monthly Units PDF.)

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- Invoices are processed on the first business day of the following month.
- Payments are generated by the **next business day**.
- Approved ongoing services generate automatically around the **8th of each month**. You will receive a social service notice letter in the mail or see it in your Provider Portal.

Payment Invoice Awareness

These details can help you spot duplicate payments or changes. Contact DCYF if you see a child listed twice with different codes, which is a duplicate payment.

- Child Welfare service codes: **2700 series** (child care centers and licensed family homes)
- Case numbers: start with **000XXXXXX**
- Office numbers: usually between **600 and 980 (never 970 or 990)**

Resources

- [SSPS Portal SAW Access Guide](#)
- [ClaimMonthlyUnits.pdf](#)

Helpful Tips

- Track your invoices every month to make sure payments are authorized and paid.
- Child Welfare and WCCC will not pay for child care that was not authorized.
- Make sure your provider identification number and program name are correct.
- Check the child's name and date of birth match the referral and enrollment documents.

Pitfalls to Avoid

- Providers sometimes forget to track payment end dates, which can lead to gaps in payment.
- Providers will not be paid for services that were not authorized or certified.
- If you have not received payment for a child in your program, do not wait to contact someone to address the issue. See contact information on page 3.
- If you are overpaid, you must repay DCYF.
- If a Tribe is involved, contact DCYF's Office of Tribal Relations at dcyf.tribalrelations@dcyf.wa.gov.
- There will be **no field trip fee authorizations** for the rest of the 2025–27 biennium. This applies to Licensed Family Homes and Family, Friend, and Neighbor (FFN) providers.

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Attendance

- **Entry:** Providers must manually enter children into [the electronic attendance system](#).
- **Compliance:** Keep attendance records according to your licensing rules.

Helpful Tip: For help with the electronic attendance system, visit the [Training & Support page](#), contact your Early Achievers coach, or email electronic.attendance@dcyf.wa.gov for support.

Notification and Termination of Child Welfare Payments

- **Monthly notice:** Check the Provider Portal regularly. A termination notification is sent each month for the current payment period.
- **Continuation notice:** If payments are approved to continue, you will receive a new authorization notice.
- **Final notice:** DCYF will give you **10 calendar days** of notice before payment ends permanently.
 - If you do not receive a final notice, you can request **10 more days of payment**.

Be aware: DCYF may not send the final termination notice.

Helpful Tip: Ask for 10 extra days of payment if the final notice is missing.

Helpful Tip: Always track payment end dates and write them on your calendar.

Need To Know Processes: Child Care Paid by Working Connections

The explanations below give important details to help you understand how each process works, what you can do to prevent problems and make sure payments are made correctly. The order of the processes listed here may not match the order you or your client's experience. A change in a parent's or caregiver's legal status can affect funding eligibility and which funding source can be used. If you learn about a change, contact DCYF to confirm what needs to happen next.

Each process section includes:

- Initiation
- Payment
- Attendance
- Notification that payments are ending and how payment stops

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Child Welfare Continuing Child Care Payments (CWCCC)

Initiation

- **Referral:** With the family's permission, the DCYF caseworker creates a referral in the child welfare database and includes the Child Welfare payment end date.
- **Application:** Parents must apply to Working Connections for CWCCC. (See resources below.)
- **Eligibility:** Working Connections must approve the application.
- **Proof:** Payment information can be viewed in the Provider Portal.
- **Timing:** Parents can apply up to six months after the Child Welfare case closes.
- **Resources:**
 - [*CWP 0066 Child Welfare Continuing Child Care \(CWCCC\) Guide for Parents and Guardians*](#)
 - Call **844-626-8687** or apply online through the [*Washington Connection \(EAPP\)*](#)

Be aware: Payments will stop if the parent does not apply to Working Connections for CWCCC.

Be aware: Providers may miss payment gaps because families can have more than one funding source.

Helpful Tip: Find the payment authorization end date and write it on your calendar.

Payment

- **Payments:** SSPS issues payments.
- **Notification:** A DCYF Public Benefits Specialist sends a social service authorization letter to the parent and the provider once a year.
- **Payment start:** Subsidy payments begin on the date the parent completed the application for child care subsidy. Payment is backdated to the date of application if the application approval is delayed.

Payment Invoice Awareness

These details can help you spot duplicate payments or changes. Contact DCYF if you see a child listed twice with different codes.

- Working Connections service codes: **2900 series** (child care centers and licensed family homes)
- **Case numbers:** start with **2003XXXXXX**

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- **Office numbers:** 970 Yakima and 990 Olympia

Resources

- [EL 0043 Subsidy Billing Guide – Licensed Center](#)
- [EL 0041 Subsidy Billing Guide – Licensed Family Home](#)

Be aware:

- There will be no field trip fee authorizations for the rest of the 2025-27 biennium. This applies to Licensed Family Homes and Family, Friend, and Neighbor (FFN) providers.
- Payments stop if the parent does not apply to Working Connections for CWCCC.
- Providers will not be paid for services that were not authorized.
- If you are overpaid, you must repay DCYF.
- If a tribe is involved, contact OTR at dcyf.tribalrelations@dcyf.wa.gov.

Attendance

- Children should automatically appear in the electronic attendance system.
- Compliance: Keep attendance records according to your licensing rules and subsidy requirements.

Notification and Termination of Continuing Child Care Payments

- **Termination Notice:** Check your Provider Portal regularly. Working Connections sends an automated notification to both parents and providers.
- **Early Termination:** Certification periods can end early if the family no longer meets eligibility requirements, or changes providers.

Application to continue subsidy:

- **Eligibility:** Parents must meet current work, income, and other requirements when moving from CWCCC to Working Connections.
- **How to reapply:** Parents must call **844-626-8687** or apply online. (See the EAPP link below.)

Resource:

- [Introduction – EAPP – Washington Connection \(Your Link to Services\)](#)

Helpful Tip: You can remind parents when it is time for them to reapply.

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Working Connections Subsidy (WCCC)

Initiation

- **How parents apply:** Parents can apply on the Working Connections website or by phone. Signing up is as easy as 1-2-3:
- **First**, check if you qualify.
- **Second**, apply for assistance.
- **Third**, find a licensed provider. Parents can call **844-626-8687** for help in many languages.
- **Eligibility:** Working Connections decides if the family qualifies.
- **Resources:** You can find more information at:
 - [Working Connections Child Care \(WCCC\) Subsidy Program Information](#)
 - [Working Connections Child Care](#)

Payment

- **Payments:** Processed by SSPS and based on the family's eligibility determination and child care needs. This information is gathered by WCCC when the family applies for the subsidy.
- **Payment Invoice Awareness:**
 - These details can help you spot duplicate payments (for example, the same child listed twice with different codes) or other changes. Contact DCYF if you notice dual payments.
 - Working Connections service codes: **2900 series** (for child care centers and licensed family homes)
 - Case numbers: start with **2003XXXXXX**
 - Office numbers: **970 Yakima** and **990 Olympia**
- **Resources:**
 - [EL 0043 Subsidy Billing Guide-Licensed Center](#)
 - [EL 0041 Subsidy Billing Guide-Licensed Family Home](#)
- **Be aware:**
 - You will not be paid for services that were not authorized or certified.

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- If you are overpaid, you must pay DCYF back.
- If a Tribe is involved, contact OTR at dcyf.tribalrelations@dcyf.wa.gov.
- There will be no field trip fee authorizations for the rest of the 2025–27 biennium. This applies to Licensed Family Homes and Family, Friend, and Neighbor (FFN) providers.

Attendance

- **Attendance is automatically filled in** by [the electronic attendance system](#).
- **Compliance:** Keep attendance records according to your licensing rules and subsidy requirements.

Notification and Termination of Subsidy

- **Termination Notice:** Check your Provider Portal regularly. Working Connections sends an automated notification to both parents and providers.
- **Early Termination:** A certification period can end early if the family no longer meets eligibility requirements.

Special Needs Rate Requests

- Children who are enrolled in child care do not automatically qualify for a special needs rate.
- Both Child Welfare and Working Connections Subsidy have their own system and rules to operate; each make their own decisions regarding rate of pay. Approval for one does not guarantee approval for the other.
- **Helpful tip:** When completing Special Needs Rate Request form 12-001, you must indicate what rate you are requesting and clearly identify what *accommodations* you are providing for the child that goes above and beyond what is typically expected for a child of the same age. This is not only about identifying what the child's needs are, but what types of extra care you are providing to meet those needs.
- **Helpful tip:** If you have made a request for a Special Needs Rate for a child who is receiving payment through Child Welfare, continue to follow up on your request until you receive an answer about approval and rate. If you are not hearing back from the child's caseworker, you can contact Dcyf.cwearlylearningnavigator@dcyf.wa.gov.

Child Welfare Paid

- This process is completed in partnership between the assigned case worker and child care provider.
- Child care provider completes the [Special Needs Child Care Rate Request \(12-001\)](#) form and gives this to the child's assigned DCYF caseworker.

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- Assigned case worker gathers supporting documents that explain why the child needs a higher level of care.
- Assigned case worker send Administrative Approval Request (AAR) to chain of command for approval.
- Authorization or approval notice

Working Connections Subsidy (WCCC and CWCCC)

- This process is completed in partnership between the parent/guardian and the child care provider.
- Child care provider completes the [Special Needs Child Care Rate Request \(12-001\)](#) form
- The parent or guardian must include supporting documents that explain why the child needs a higher level of care
- The DCYF Special Needs Panel reviews the request with supporting documents to decide about approval and rate.
- **Resources:**
 - [How to Apply for WCCC Special Needs Rate](#)
 - Holding Hope [Mental Health Consultation - Child Care Aware WA](#)
 - [Infant-early childhood mental health services | Washington State Health Care Authority](#)
 - [Early Childhood Intervention Prevention Services \(ECLIPSE\)](#)
- **Helpful tip:** Providers must also create an individual care plan with the family for any child who has unique or individual needs. For more information you can read [WAC 110-300-0300](#).

Child care licensing rules require providers to have and follow policies on family engagement, communication, enrollment, disenrollment, and expulsion. Providers must also create an **individual care plan** with the family for any child who has unique or individual needs.