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DIVISION: (Required Field)	Program and Policy
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TOPIC: (Required Field)	Manual Revision
DOCUMENT TITLE:	Manual G Chapter: 28
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06/06/2017

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF MANUAL G

NOTICE NO.: G-239
ISSUED: 12/23/85

FROM: Thelma Struck, Asst. Secretary
Community Services OB-44J

SECTIONS REVISED:
28.16

EFFECTIVE 01/01/86
FOR INFORMATION CALL:
Jan Wells
SCAN 234-7076 or
Non-SCAN 753-7076

IF NOT DELIVERABLE, RETURN TO: MANUAL PRODUCTION UNIT, MS OB-16

SUBJECT: DAY CARE STATE MEDIAN INCOME INCREASE

Place this notice in front of the Manual G, Chapter 28, and note on the Green Notice Control Sheet the date Notice No. G-239 was entered.

I. BACKGROUND

Effective January 1, 1986, the State Median Income Tables are revised. The new SMI levels for DCFS Day Care programs are:

SMI Level	Family Size 1	2	3	4	5
34%	449	587	725	863	1001
45%	594	777	959	1142	1325

	6	7	8	9	10
34%	1139	1165	1191	1217	1243
45%	1508	1542	1576	1611	1645

II. ACTION REQUIRED

A. All family units paying a monthly fee toward the cost of day care shall have their eligibility redetermined by January 17, 1986 for the February service month utilizing income earned in December, 1985.

1. Family units are identified by service codes 2840 or 2845 wherein the parent participation fee is entered on the service authorization (DSHS 14-154/159). Also, the reason code for children service lines should be an "E", "F", or "G".

2. In addition to the eligibility criteria in 28.16, the following criteria shall also hereinafter apply:

   a. Eligibility shall be based on income earned in the second month prior to the service month for which eligibility is determined.

   b. Earned income from self-employment shall be the amount left after deducting business expenses from gross business income. A self-employed person must maintain and make available to the department a record which clearly documents all claimed business expenses and income. Business expenses cannot include purchase of fixed assets, depreciation, entertainment, net loss, or payments on the principal portion of loans.

   c. The first fifty dollars per month of child support received by the family is to be disregarded.

B. For new applications in January, 1986, the new SMI tables shall be used for determining eligibility for the February service month utilizing December, 1985 income. Eligibility for the January service month shall be based on November income utilizing the new SMI tables.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF MANUAL G

NOTICE NO.: G-246
Issued: 04/01/86

FROM: Thelma Struck
Assistant Secretary
Community Services OB-44J

SECTIONS REVISED:
28.15

EFFECTIVE: 05/01/86
FOR INFORMATION CALL:
Jan Wells
SCAN 234-7076 or
Non-SCAN 753-7076

IF NOT DELIVERABLE RETURN TO: WP/MANUAL SECTION MS OB-16

SUBJECT: RESTORE INCOME ELIGIBILITY CRITERIA TO OCTOBER 1985 LEVELS

Place this notice in front of Manual G, Chapter 28, and note on the Green Notice Control Sheet the date Notice No. G-246 was entered.

BACKGROUND

The 1986 Legislature has included an additional $2.8 million for day care under the Division of Children and Family Services budget for this biennium. With the additional funds, the maximum 52 percent State Median Income (SMI) level for the Parent Participation Day Care Program will be restored, effective May 1, 1986. This level had been reduced to the 46 percent level on November 1, 1985.

The new gross monthly income by family size to be effective May 1, 1986 will be:

Family Size:	1	2	3	4	5	6	7	8	9	10
52% Level:	686	898	1109	1320	1531	1742	1782	1821	1861	1901
38% Level:	502	656	810	965	1119	1273	1302	1331	1360	1389

The participation amount which the parent shall pay to the provider each month shall be 50 percent of the gross monthly earnings which exceed the 38 percent SMI level.

ACTION REQUIRED

A. All family units paying a monthly fee toward the cost of day care shall have their participation fee calculated based on 50 percent of earnings that exceed the 38 percent SMI level for the May service month utilizing March earnings. Service Codes 2840 and 2845 shall be updated and inputed in the SSPS terminal by May 1, 1986. Reason for Action on the 14-159 Change of Service Authorization shall indicate: "Increase in Benefits due to WAC 388-15-170 amendment."

B. All new applicants and redeterminations of eligibility for May services and thereafter shall utilize the new 52 percent SMI level for the maximum income eligibility level. Child Protective Services cases will continue to be authorized without regard to income.

C. All family units denied day care services on or after October 31, 1985, whose income was at or below the new 52 percent SMI level, shall be notified of this change by May 31, 1986 by mail. An eligibility document, 14-139, for completion and submission shall be included with the client notification letter.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

MANUAL G - REVISION 106 (Issued 9/85)

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NOTE: REVISION 105 WILL BE ISSUED AT A LATER DATE

Telephone inquiries regarding information contained in this manual revision should be directed to the Division of Children and Family Services at (206) 753-7076 or SCAN 234-7076. Written inquiries should be directed to the Division of Children and Family Services, MS OB-41.

Manual G - Revision 106 contains 11 sheets of paper.

REMOVE	INSERT
Green Notices No. G-215, G-221, and G-224	----------
Chapter 28 (Rev. 93)	Chapter 28 (Rev. 106)

On Revision Control Sheet note date Revision 106 was entered.

Chapter 28 - Day Care Services for Children

A. The attached revision incorporates the following notice changes:

- State Median Income Tables effective January 1, 1985.
- New Therapeutic Child Care SSPS service codes and clarification of eligibility criteria effective April 1, 1985.
- Deletion of daily rate SSPS service codes effective August 1, 1985.

B. The attached revision includes substantive clarification of procedures or policy for:

- The Therapeutic Child Care programs.
- Determining income eligibility.
- Criminal History and Central Registry Checks.

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CHAPTER 28

DAY CARE SERVICES FOR CHILDREN

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CHAPTER 28
DAY CARE SERVICES FOR CHILDREN

28.00 PROGRAM AUTHORITY

Federal: P.L. 96-272 and 45CFR Parts 16, 74, and 96.
State: RCW 74.12.340, 74.13, and 74.15.
WAC 388-15-010, 388-15-020, 388-15-170, 388-15-173, and 388-15-550.

28.10 POLICY

28.11 Purpose of Service

A. Provide appropriate child care for children in danger or with special needs.

B. Provide appropriate child care for children to prevent the removal of the child from the parent(s) home, and therefore prevent out-of-home placement.

C. Provide day care for children to enable low-income parents to maintain themselves in the work force.

D. Provide day care for children whose parents are seeking a G.E.D. or a high school diploma in approved educational programs.

28.12 Service Description

The day care program includes:

A. Counseling and planning with parent(s) regarding the child's day care needs with a periodic review of the plan appropriateness;

B. Assessing client eligibility and authorizing child care services to vendors;

C. Client referrals to other department programs and services;

D. Developing, adopting, and publishing applicable standards for child care;

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E. Periodically reviewing and determining utilization of state day care services;

F. Disseminating informational bulletins regarding resources, services, and programs;

G. Providing training for department staff and contracted center service workers; and

H. Purchasing child care for authorized children.

28.13 General Policies Related to this Service

A. The department is responsible to provide for the protection of all children fourteen years and younger through the licensing or certification of facilities and providers caring for children on a regular basis during a portion of a twenty-four hour day when parents are unable to provide direct care and supervision. (See Chapter 06, Licensing/Certification.)

B. The department assists low-income parents with day care expenditures for employment and training as:

1. A work expense for AFDC applicants and recipients through Title IV-A of the Social Security Act;

2. A social service program funded by the Social Services Block Grant (SSBG) and State Funds;

3. The Work Incentive Program (WIN) through Title IV-C of the Social Security Act; and

4. The Employment and Training Program (E&T) through Title IV-A of the Social Security Act.

C. The department provides for day care for children with special needs as a social service program through SSBG, Title IV-B of the Social Security Act, and State Funds.

D. Child care authorized for residents of a federally recognized Indian Reservation must be provided by a certified or licensed provider or agency, and if the agency is a day care center or mini-day care center, it must be under contract with DSHS.

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E. The department will participate in the cost of child care expenses with families whose incomes exceed 38% State Median Income Adjusted for Family Size (SMIAFS), but does not exceed 52% SMIAFS.

28.14 Priorities Related to this Service

A. There are no specific priorities of population since all families meeting the eligibility requirements are given service.

B. Eligible families are given service in the following order:

1. All crisis and emergency requests on behalf of children in danger or at risk of out-of-home placement.

2. All routine service requests.

28.15 Eligibility

A. The day care program has eligibility criteria which must be satisfied in order for the department to assess a family's need.

1. The Division of Income Assistance administers the following day care programs:

   a. Eligibility for Title IV-A income maintenance service wherein eligibility is determined by a CSO financial worker.

   b. WIN day care (Title IV-C) and E&T day care (Title IV-A) wherein eligibility is determined by a CSO service worker (see Chapter 64 and 66).

2. The Division of Children and Family Services (DCFS) administers SSBG, state funds, and IV-B day care services wherein eligibility is usually determined by a DCFS service worker. The DCFS day care program (see WAC 388-15-170 and WAC 388-15-173) includes:

   a. Regular Day Care Services

      Regular Day Care Services are authorized with SSPS service codes 2801 or 2804.

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(1) Employment day care is for non-AFDC employed families with incomes that do not exceed 52 percent SMIAFS. This category includes day care for the non-AFDC employed relative caring for an AFDC child wherein only the income received on behalf of the child is con sidered for income eligibility purposes. Families with incomes exceeding 38 percent but not exceeding 52 percent SMIAFS participate toward the cost of day care each month. Day care assistance for employed foster parents is included under this category and the foster child is considered a one-person family unit on the DSHS 14-139.

(2) Secondary education day care is for families with incomes not exceeding 52 percent SMIAFS. The family may be receiving an AFDC grant. The parent must be attending high school or education classes leading toward a General Education Diploma. Eligibility may be established for no more than two continuous years. No limitation as to age of the parent attending schooling exists. Only income for the immediate family living in the same household is considered. Income from others in the household such as grandparents, uncles, or aunts to the child and nonrelatives are not considered. Families with incomes exceeding 38 percent but not exceeding 52 percent SMIAFS participate toward the cost of day care each month.

(3) Child Protective Services (CPS) day care is provided for families without regard to their income to support an open DSHS CPS case plan (see Chapter 26.15 for eligibility criteria). Case plan goals should be directed toward rectifying identified problems. Parents must be involved in activities which will reduce or eliminate the need for day care. Authorized day care hours must correlate with parent's activity hours.

(4) Child Welfare Services (CWS) day care is provided for families with incomes not exceeding 52 percent SMIAFS to support a DSHS case plan which prevents the out-of-home/long-term out-of-home placement of the child. Day care services are only authorized while parents are resolving identified problems by attending counseling

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or therapy, medical appointments, parenting skill classes, etc., as required by the case plan. Families may be receiving an AFDC grant. Families with incomes exceeding 38 percent but not exceeding 52 percent SMIAFS participate toward the cost of day care each month.

b. Indian Reservation Day Care Services

Day care is authorized with service code 2821 or 2824 for the same purposes and income eligibility as Regular Day Care Services. Families must be residents of a federally recognized Indian reservation (see Chapter 01.04 A.).

c. Seasonal Farmworker Day Care Services

Day care is authorized for agriculturally employed families not receiving an AFDC grant. Eligibility and authorizations for day care services is only completed by staff from a contracted agency. Families must have had two agricultural employers in the past year. Income for twelve months is considered in determining eligibility. Half of the income must have been from agriculturally related work. Families with incomes exceeding 38 percent SMIAFS, but not exceeding 52 percent participate toward the cost of day care each month.

d. Therapeutic Child Care (and Family) Services

This service is authorized with service codes 2875 and 2876 for children determined as at risk of abuse and/or neglect to reduce the need for out-of-home placement. The family must initially be an open DSHS CPS or CWS case. The program is utilized to support the case plan. Agencies with a Therapeutic Child Care Contract are so designated on the DCFS Center Day Care Contractors lists. An agency with a Therapeutic Child Care Services Contract:

- Provides basic child day care supervision services including transportation services,

- Provides daily monitoring of emotional and physical conditions of children at the day care program,

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- Develops and implements intervention strategies to prevent further child abuse or neglect,

- Enhances normal child growth and development, and

- Improves the family capacity to care for their children by counseling and/or parenting skill training.

Service code 2875 is for Model No. 1 programs which provide four hours of services to children each weekday. Children may be any age. Service need is re-evaluated at least each six months jointly with contractor staff.

Service code 2876 is for Model No. 2 programs which provide six hours of services to children each weekday. Children must be under five years of age. Services are limited to twenty-four months, with service need re-evaluated at least each six months jointly with contractor staff.

B. For state median income adjusted for family size (SMIAFS), see the following table. The table is effective January 1, 1985 for the Division of Children and Family Services day care programs/categories. Income eligibility is documented on the Social Services Eligibility Document, DSHS 14-139(X), for each family unit. Day care for a CPS case plan does not require completion of the DSHS 14-139.

Family Size

Gross Monthly Income	1	2	3	4	5	6
52%	683	894	1,104	1,314	1,524	1,735
38%	499	653	807	960	1,114	1,268

	7	8	9	10
52%	1,774	1,814	1,853	1,892
38%	1,296	1,325	1,354	1,383

1. Only members of the immediate family residing in the same household are included in family size (see WAC 388-15-020). Grandparents, aunts, uncles, or nonrelatives living in the household are not considered either in family size, nor monthly gross income.

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2. Gross income for the month prior to the month of application is utilized for the income eligibility determinaton. Gross income includes both earned and unearned income. Unearned income includes AFDC grant, Social Security, child support, pensions, etc. The following sources of income/resources are not considered: savings account balances, money received for sale of personal property as a car or house, tax refunds, gifts, inheritances, insurance payments, or capital gains. Earnings of a child fourteen years of age or older are considered and entered on the DSHS 14-139(X).

3. For hourly wage earners working a standard 40-hour week, the hourly gross wage is multiplied by 168 hours to determine the gross monthly earned income. Overtime or a bonus are additional income. Copies of wage receipts/stubs should be retained in the file.

4. Families with gross monthly income at or below the 38% SMIFAS level are income eligible for fully subsidized day care. Families with gross monthly income above the 38% SMIFAS level and at or below the 52% level are income eligible for partially subsidized day care with the parent paying part of the monthly cost of day care services.

C. An Exception to Policy (ETP) must be requested to authorize care for families with special needs not meeting the eligibility criteria stated in A. 2. above or WAC 388-15-170 and WAC 388-15-173. Use a DSHS 5-10(X), Policy Exception Request form. (See Chapter 01.13.) Follow SSPS procedures for authorizing services when an ETP has been approved (see 05.35).

28.16 Payment Rates

A. The payment for day care services shall be based on the following standards:

1. A state vendor payment will be made only to licensed day care centers and mini-centers having a day care contract, to licensed family day care homes, or to the client for payment to an approved caretaker for in-home care. All contracts are processed at the state office. Service workers may provide an Application For a Day Care Center Contract, DSHS 14-152(X), to interested center providers.

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2. Day care is paid on a monthly post-payment basis within 30 days of receipt of billing vouchers in Olympia.

3. Effective August 1, 1985, the rate of payment for family day care, mini-day care centers, and day care centers is the lesser of the following:

   a. Either the provider's private rate, or

   b. $1.23 per hour of actual attendance for children over thirty months of age, and $1.38 per hour of actual attendance for children thirty months of age and younger, with hourly pay units limited to seven per day. The seven hourly pay units per day provides reimbursement for up to 12 hours of authorized care per day.

4. Effective July 1, 1984, the rate of payment for relative and in-home care is the lesser of the following:

   a. Either the provider's private rate, or

   b. For three or fewer children, one of whom are thirty months of age or younger, the group rate (not per child) of $1.38 per hour of care shall apply, or

   c. For three or fewer children, all of whom are over thirty months of age, the group rate (not per child) of $1.23 per hour of care shall apply, or

   d. For four or more children, one of whom is thirty months of age or younger, the group rate (not per child) of $1.79 per hour of care shall apply, or

   e. For four or more children, all of whom are over thirty months of age, the group rate (not per child) of $1.60 per hour of care shall apply.

   All children in the family under the age of fourteen for whom child care is being authorized shall be included in the group when establishing the child care rate. Time computed for child care payment shall not exceed 10 hours per day or 50 hours per week.

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5. For out-of-home care, if a parent works unusual hours (e.g., split shift or four 10-hour days/week), the weekly maximum payment is not to be exceeded. For a child thirty months of age or younger, the maximum weekly payment is $48.30 per child. For a child over thirty months of age, the weekly maximum is $43.05. The hourly pay units limit of seven per day may be exceeded in these situations.

6. When the child becomes thirty months of age, the rate shall be reduced as of the first of the following month.

7. Effective July 1, 1985, Therapeutic Child Care rates for contractors are $9.66 a day for Model No. 1 programs, and for Model No. 2 programs, $21.63 a day for children two years and younger, or $17.51 a day for children over two years of age. Therapeutic contractors with rates and number of child slots are identified in the DCFS Center Day Care Center Contractor lists. Referrals are not to exceed the number of child slots designated for each contractor on the lists. For children of employed parent(s) who need day care supervision services for the entire day, the additional hours shall be authorized with service code 2801.

B. Parent participation standards:

1. The parents who are Income Eligible at above 38% but not exceeding 52% SMIAFS shall pay to the day care provider half of their gross monthly income which exceeds the 38% SMIAFS level (see WAC 388-15-173). The service worker shall calculate the amount to the nearest whole dollar. SSPS Service Codes 2840 for Regular Day Care and 2845 for Indian Reservation Day Care are used to authorize the monthly amount of participation to be paid by the parent(s).

   a. For <u>in-home care</u>, the parent is responsible for making payment of the state supplement directly to the provider.

   b. For all other day care, the provider will bill the department on a service invoice or voucher for the balance of child care expenses up to the established maximum rates.

2. If the parent(s) is utilizing more than one day care provider, the parent(s) shall pay the participation amount to the facility providing the greater amount of care. All other providers will bill the department for the total amount of care.

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3. The parent participation amount remains the same regardless of the number of children in the family.

4. The parent participation amount is not prorated for partial months of care. The full participation amount is deducted from the monthly billing prior to any DSHS payment for that family's care. The participation amount shall not exceed the actual cost of care for all eligible children in the family for the month.

C. An Exception to Policy (ETP) must be requested to authorize payments in excess of those stated in 28.16 A. Use a DSHS 5-10(X), Policy Exception Request form. (See Chapter 01.13.) Follow SSPS procedures for authorizing services when an ETP has been approved. (See 05.35).

28.20 PROGRAM STANDARDS

28.21 Program Expectations/Response Time

A. The following represent time-measured guides for the service worker to respond to emergency and nonemergency situations.

1. Respond to an emergent service request within one (1) working day.

2. Respond to all other service requests within five (5) working days.

3. Complete all initial actions on service requests including terminal input of the service authorization within thirty (30) calendar days of the initial request date. Eligibility and service end dates shall be established on the last day of a month, whenever possible and if compatible with the Child Care Plan.

4. Complete all interviews for redeterminations of eligibility prior to the specified ending date on the 14-159.

5. Complete and mail all termination notices (14-159) to the parent and provider at least thirteen days prior to the effective date of that action, when the effective date is prior to the specified ending date on the authorization. Otherwise, a termination notice (14-159) shall be mailed no later than the specified ending date. Enter in the "Reason for Action" section the reason for the termination. (See WAC 388-15-030(6) and Chapter 04.314).

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B. The following represent measurable service objectives. The service worker(s) shall:

1. Discuss the need for medical and dental exams for children. Minimal information and referral for Early Periodic Screening, Diagnosis and Treatment (EPSDT) services shall be provided to the parent(s)/caretaker(s) of all AFDC eligible children. Categorically needy families are eligible for EPSDT. Any eligible client requesting EPSDT screening will be referred for an appointment. (See Chapter 48, Health Support Services.) Medical and dental evaluations are required for children of WIN clients.

2. Develop a child care plan. (See 28.32.)

3. When applicable, ascertain/verify information concerning a secondary education plan and submit the plan for approval to the first line supervisor.

4. Authorize claims for vendor and for parent participation payment as follows:

   Determine eligibility on the DSHS 14-139(X), Social Services Eligibility Document (except for Child Protective, WIN and E&T Day Care), and authorize services on a DSHS 14-154(X), Social Service Authorization. Calculate, verify, and authorize the amount of a parent participation service plan, when applicable. Vendor copy of the DSHS 15-154(X) will be mailed within fifteen days. Authorizations shall not be made for noncontracted day care centers or mini-day care centers. Service workers may request of the provider a completed Monthly Attendance Record, DSHS 1-42(X); or Report of Child Care, DSHS 6-59(X), for each eligible child for monitoring.

5. Review the child care plan with the client at least every six months and, if appropriate, redetermine eligibility and reauthorize services or terminate services prior to the ending date on the authorization. For Therapeutic Child Care programs, consult with contractor staff (family therapist or social worker).

6. When client's income resources change affecting eligibility, review with the client the child care plan within five working days of the notification of the change.

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28.22 Appropriate Program/Service Outcomes

A. Parent employed and child supervised.

B. Parent in secondary education and child supervised.

C. Parent in training and child supervised.

D. Child behavior modified/child able to return to or remain at home.

E. Parent behavior modified/child able to return to or remain at home.

F. Child supervised.

28.30 SERVICE PROCEDURES

28.31 Provider Alternatives

Service workers will consider the following factors along with the parents' preferences in seeking appropriate providers:

A. Care by a relative of the parent is always the first consideration for care if it is mutually agreeable, the home is physically suitable, and family relationships are supportive.

1. A second natural parent or stepparent of the child(ren) should be considered a first resource. However, no payment is made to natural or stepparents of the child(ren).

2. Care by a relative (other than those in 1 above) who is a licensed day care provider, does qualify for payment for the relative child according to out-of-home payment standards.

3. Care by a relative (other than those in 1 above) who is not a licensed day care provider, may qualify for payment for the relative child if the relative meets the same standards as an in-home caretaker and does not accept or continue in other paid employment while providing day care services for the child (see WAC 388-15-170(6)(d)). Use In-home Service Codes. (First option for a relative is to license the relative's home for a family day care program.)

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B. Family day care is provided in a family home licensed to care for up to six full-time children and demonstrates a home-like atmosphere. The homes are most appropriate for babies and toddlers as the informal atmosphere provides an opportunity for small, peer-group friendships and a parent-substitute relationship. Local DCFS licensing staff shall maintain a list of such providers for purpose of referral to the service workers. (See Chapter 06.60A) Local DCFS licensing staff will obtain SSPS provider numbers.

C. Day care mini-centers provide care either in a family's home or in a separate facility for seven to twelve children. The State Office will contract with providers and will periodically provide Local Office service staff with a current list of contractors to be used for referral. The state office staff will obtain SSPS provider numbers for new contractors.

D. Day care centers are licensed for thirteen or more children. This type of care is appropriate for children 30 months of age and older. State Office will contract with providers and will periodically provide Local Office service staff with a current list of contractors to be used for referral. The state office staff will obtain SSPS provider numbers for new contractors.

E. In-home care is the last consideration and is considered when a licensed provider is not available. The need for part-time care, evening/night time care or when transportation/school location present problems may be cause for authorizing in-home child care. Maximum efforts shall be made to locate a licensed provider. In-home care is provided in the child's home or in a relative's home. The service worker gives approval of such care according to WAC 388-15-170 and Manual G 28.34 C. SSPS provider information for both the provider (caretaker) and the parent will be obtained by the service worker.

28.32 Developing the Child Care Plan

A. Prior to developing a child care plan, eligibility will be determined by completion of DSHS 14-139(X), Social Services Eligibility Document, except for Child Protective Services Day Care. A copy of wage receipts shall be retained in the file for employed parents.

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B. For day care support for a Secondary Education Plan, the plan must first be approved by the first-line supervisor prior to authorization of child care. The approved plan should be documented in the Service Episode Record (DSHS 2-305(X)) including time, location, and duration of classes. Time for study at the school should be allowed in the plan. High school equivalent courses only can be approved.

C. The parent(s) retain(s) the responsibility for the choice of the child care provider. The parent shall be provided copies of the DSHS 2-356(X), Day Care Checklist, to assist in selecting a day care setting. The service worker will provide the parent with a list of licensed providers in the client's residential or employment area. Authorized travel time will be minimized. The service worker will assist in the evaluation of the parents' and child(ren)'s needs at initial placement or when need for change is indicated by parent, provider, or service worker. In developing the initial child care plan and/or completing a follow up review, the following factors should be discussed with the parent(s):

1. Reason for child care;

2. Duration of service need including hours per day and days per week (as entered in items 39 and 40 on the authorization);

3. Number and age(s) of child(ren) to be authorized for child care (as entered on the service lines on the authorization);

4. Eligibility begin and end dates for child care (as entered in items 24, 32, and 33 on the authorization);

5. Frequency of contact with the service worker including information regarding a change in provider, income, employment, or day care needs;

6. Use of the Day Care Checklist in selecting a provider;

7. Prohibited charging of additional fees for basic day care supervision services by the provider. The provider may charge a fee for registration, preschool, kindergarten, or other program component not required under licensing WACS;

8. Alternative child care plan in event of emergency; and

9. Minimal information and referral service for EPSDT screening, diagnosis and/or treatment, if applicable.

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10. Indicators of child mistreatment in day care and the method for reporting suspected abuse (DSHS booklet 22-176(X)).

The information regarding the child care plan will be entered in the client service record on the DSHS 2-305(X), Service Episode Record or the Social Service Authorization, DSHS 14-154(X) as appropriate.

28.33 WIN and E&T

A. See Chapters 64, Work Incentive (WIN) Program, and SSPS Service Codes 2811-2814 and 2820; and Chapter 66, Employment and Training (E&T) Program, and SSPS Service Codes 2861, 2864-2867, and 2869-2872.

B. Children, referred under these programs, receiving child care placement planning for the first time shall include a plan for dental and comprehensive medical evaluation. (See 28.21.) Treatment may be secured under EPSDT or the regular medical assistance programs. (See Chapter 48.)

C. E&T child care may be authorized for participation in job seeking activities in all CSO areas. For recipients, the expense must be incurred prior to grant termination, but payment may be authorized after grant termination (see Chapter 66.16 A, B, and C).

28.34 Payment Authorization

A. Regular Day Care Programs and Reservation Day Care

1. See Chapter 04, Social Service Payment System, for authorization procedures and instructions for the DSHS 14-154(X) and DSHS 14-159, including entering parent participation amounts.

2. For day care center and mini-day care center programs with a lesser hourly pay rate listed on the DCFS Center Cay Care Contractor's list, the service worker shall not authorize a higher rate than the rate listed without an approved Exception to Policy or revised rate list from the center.

SS Manual - 1629
David v.

B. Seasonal Day Care

1. Eligibility of a farmworker family for day care services is performed primarily by a Contractor in a licensed center. Contractor staff assess and authorize day care for eligible employed family units. If the family does not meet the eligibility criteria description for a farmworker family listed in WAC 388-15-170 and 388-15-173, the Contractor will refer the family to the nearest CSO/DCFS Office for determination of eligibility for Regular Day Care services.

2. The CSO or DCFS service worker will determine eligibility of referred families for Regular Day Care services (see 28.15).

C. In-Home Care

1. SSBG and WIN Programs

a. The service worker determines the caretaker meets in-home standards in an interview, preferably face to face and with parent and provider together, in accordance with WAC 388-15-170(5).

(1) DSHS 15-85(X), In-home Caretaker Application, is to be completed and placed in client service record.

(2) Criminal History/Arrest Record and Central Registry (Child Abuse and Neglect Register) check shall be initiated using DSHS 14-239(X) (see Chapter 06).

(3) DSHS 6-59(X), Report of Child Care, is given to the client to report monthly child care expenses/payment and to indicate any changes.

(4) When the DSHS 6-59(X) is returned to the service worker, a copy is placed in the client's service record for documentation.

b. The parent will receive department payment and assume respon sibilities for paying the provider/caretaker.

c. If the parent does not pay the provider for the child care services, or the DSHS 6-59(X) indicates a change in client and/or child care situation, the service worker must re-evaluate the appropriateness of the child care plan.

d. The service worker will give a copy of the Internal Revenue Service payment form (IRS 942), and a copy of the authorization (DSHS 14-154/159) to the parent(s).

e. The service worker will record the starting and stopping of Social Security (OASI) withholding on the DSHS 14-154/159. Social Security numbers for both client and provider must be entered in the case record.

f. If in-home child care is determined on a participation basis, the parent receives a check for partial payment from the department and assumes responsibility for paying the caretaker the total child care amount due.

2. E&T Program

For in-home child care under the E&T program, the only caretaker qualification is that the caretaker shall be at least eighteen years of age. DSHS 15-85(X), In-home Caretaker Application, is to be completed and a copy placed in the client service record. The E&T service worker need only contact the references or obtain a health report at his/her discretion. A Criminal History/Arrest Record and Central Registry (Child Abuse and Neglect Register) check shall be initiated.

D. Billing Instructions

The service worker will inform providers about how DSHS child care payments are made and what documents are required by providing a copy of the SSPS Handbook for Vendor Payment Instructions, DSHS 22-381(X) to the provider upon request.

E. Special payment procedures

1. When there is more than one reason for child care (e.g., both employment and training) and all child care is paid under one - service code, DSHS 14-154(X) is completed for total child care needs. In WIN cases, the reason must be consistent with the WIN status code in Item 21. A copy of the authorization is routed to financial when the client is an AFDC recipient.

2. For school-age children whose care has already been authorized, contingency time, i.e., school holidays, teacher workshops, and other similar instances, do not require a change of authorization (DSHS 14-159). A maximum of 35 contingency hours each month is allowed, except during Christmas and Spring Vacations when a maxi-

mum of 70 continency hours is allowed. Payment will be made for contingency care as billed by the vendor within the allowable weekly maximums. For June, July, and August, school-age children will have hours per day (box 39) and total pay units per month (box 42) increased to meet the needs for care in the summer.

28.97 INTERFACE WITH OTHER DSHS SERVICES

A. DCFS Licensing Staff

1. Referrals may be made to licensing staff for names of providers in the client's residential or employment areas.

2. Referrals may be received from licensing staff for child care planning.

B. Financial Services

1. Referrals may be made to a CSO financial worker in event of client's need for financial, medical, or food stamps.

2. Referrals may be received from CSO financial worker for child care planning for an AFDC recipient as for a secondary education plan.

C. Work Incentive (WIN) Program

Referrals to DCFS workers may be received from WIN if parent requires child care as support to employment (upon grant termination) or to a Secondary Education plan.

D. Employment and Training (E&T) Program

Referrals to DCFS workers may be received from E&T if parent requires child care as support to employment (upon grant termination) or to a Secondary Education plan.

E. EPSDT Program

All children of AFDC families are provided minimal information and referral service to EPSDT for medical and dental screening, diagnosis, and treatment.

SS Manual - 1632
David v.

F. Child Protective Services Program

1. Consultation with CPS service worker to prepare child care plan as support to CPS case plan.

2. Referrals are made to CPS in event of suspected neglect or abuse of child.

G. Child Welfare Services

Consultation with CWS to prepare child care plan as support to CWS case plan.

28.98 INTERFACE WITH NON-DSHS SERVICES

The service worker may refer the parent(s) to:

A. The health care community for EPSDT, medical and dental evaluations.

B. Mental health services for counseling, parenting skills classes, etc.

C. The child's school, so that the parent will inform them of the current child care and/or transportation arrangements.

D. Other community/volunteer resources for transportation, food, etc.

E. County Health Services for immunizations, home health services, etc.

F. Seasonal day care contracted providers for eligibility determination and day care services to seasonal farmworker's children.

28.99 REQUIRED FORMS AND INSTRUCTIONS

A. See Chapter 99, General Forms, for general instructions on these generic forms:

DSHS 2-305(X)	Service Episode Record (12/79)
DSHS 2-306(X)	Communication/Referral (10/78)
DSHS 2-356(X)	Day Care Checklist (Rev. 9/84)
DSHS 6-59(X)	Report of Child Care (Rev. 8/85)
DSHS 14-24(X)	Face Sheet (Rev. 9/78)
DSHS 14-139(X)	Social Services Eligibility Document (Rev. 7/83)
DSHS 15-85(X)	In-Home Caretaker Application (Rev. 6/81)

SS Manual - 1633
David v.

B. See SSPS Manual Basic Instructions for instructions on use of the following forms:

DSHS 14-154(X)	Social Services Authorization (Rev. 09/80)
DSHS 14-159	Change of Service Authorization (Rev. 01/81)

C. The following program instructions, forms or booklets are available in the department stockroom:

DSHS 1-42(X)	Attendance Record (Rev. 5/79)
DSHS 6-71(X)	Invoice Voucher for Day Care Services (Rev. 8/73)
DSHS 10-152(X)	Application for a Day Care Center Contract (Rev. 7/85)
DSHS 22-381(X)	SSPS Handbook for Vendor Payment Instructions
DSHS 22-74(X)	Child Care Assistance for Working Parents (Rev. 2/85)
DSHS 22-176(X)	Day Care and Child Protective Services (Rev. 10/82)

D. The following form is available from IRS:

IRS 942	IRS Payment Form

E. The following forms or booklets are available from the DCFS State Office:

How to Start a Day Care Center (Fall 1981)
Legal Handbook for Day Care Centers (1981)
Starting a Business in Washington State

SS Manual - 1634
David v.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF MANUAL G

NOTICE NO.: G-236
ISSUED: 12/04/85

FROM: Thelma Struck, Asst. Secretary
Community Services OB-44

SECTIONS REVISED:
28.16

EFFECTIVE 01/01/86
FOR INFORMATION CALL:
Jan Wells
SCAN 234-7076 or
Non-SCAN 753-7076

IF NOT DELIVERABLE, RETURN TO: MANUAL PRODUCTION UNIT, MS OB-16

SUBJECT: DAY CARE VENDOR RATE INCREASE

Place this notice in front of the Manual G, Chapter 28, and note on the Green Notice Control Sheet the date Notice No. G-236 was entered.

I. Background

The legislature has appropriated funds for a vendor rate increase to be effective January 1, 1986.

Service codes for day care are being revised to accept the higher rate by January 1, 1986.

A. The new hourly rates for licensed out-of-home day care children under DCFS service codes 2801 and 2821 are:

- $1.27 for children over 30 months of age
- $1.42 for children 30 months of age and younger.

B. The new hourly rates for In-Home Day Care groups under DCFS service codes 2804 and 2824 are:

- $1.27 if all children are over 30 months of age, and 3 or fewer children in the group.
- $1.42 if at least one child is at or under 30 months of age and 3 or fewer children in the group.
- $1.65 if all children over 30 months of age and 4 or more children in the group.
- $1.84 if at least one child is at or under 30 months of age and 4 or more children in the group.

C. The new daily rate for 4 hours of service for the Therapeutic Child Care Model No. 1 program under service code 2875 is $9.94.

D. The new daily rates for 6 hours of service for the Therapeutic Child Care model No. 2 program under service code 2876 are $18.00 for children over 2 years of age, and $22.25 for children 2 years and younger. The rate decreases to $18.00 as of the first of the month following the 2-year old's birthdate.

E. The Division of Income Assistance's service codes for the WIN, E&T, CWEP, and Food Stamp Workfare programs, including 2811, 2814, 2861, 2864, 2865, 2866, 2867, 2870, 2871, and 2872, will also be revised to accept the new day care rates as of January 1, 1986. The new daily rates for DIA service codes 2866 and 2871 are $8.89 for children over 30 months of age, and $9.94 for children 30 months of age and younger.

II. Action Required

All day care authorizations in the 2800 service code series must be reviewed and updated to the new rates by January 22, or prior to the service invoice printing for January services. Providers operating a mini-day care center, or day care center, will have a contract with the department for Child Day Care Center services and, therefore, will be listed on the Contractor's list issued monthly by the Division of Children and Family Services to field staff. Contractors having a lower rate listed on the Contractor's list must be reimbursed at the lower rate on the service authorization.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF MANUAL G

NOTICE NO.: G-233
ISSUED: 10/01/85

FROM: Bruce Ferguson, Asst. Secretary
Community Services OB-44

SECTIONS REVISED:
28.15

EFFECTIVE: 11/01/85
FOR INFORMATION CALL:
Jan Wells
SCAN 234-7076 or
Non-SCAN 753-7076

IF NOT DELIVERABLE, RETURN TO: MANUAL PRODUCTION UNIT MS OB-16

SUBJECT: REVISION TO INCOME ELIGIBILITY GUIDELINES

Place this notice in the front of the Manual G, Chapter 28, and note on the Tan Notice Control Sheet the date Notice No. G-233 was entered.

I. Background

Several reductions are necessary to allow DSHS to stay within the appropriations for the 1985-87 biennium. One reduction is to lower the state Median Income (SMI) levels for DCFS Day Care Services, excepting Seasonal Day Care Services.

The SMI levels will change effective November 1, 1985 from 38% to 34% for fully subsidized day care, and from 52% to 45% for partially subsidized day care. Therefore, effective November 1, family units with gross monthly income between 34% SMI and 45% SMI shall participate toward the monthly cost of care each month by paying half their income which is over the 34% SMI level to the day care provider.

The new SMI levels effective November 1 by family size are:

	1	2	3	4	5	6	7	8	9	10
34%	447	584	722	859	997	1134	1160	1212	1238	1263
45%	591	773	955	1137	1319	1501	1535	1604	1638	1672

II. Action Required

A. Service workers shall review all active Day Care Service cases authorized with Service Codes 2801, 2804, 2821, and 2824 (with the exception of Child Protective Services cases which have been authorized without regard to income), by contacting the head of the household by telephone to determine the amount of September gross monthly income, including both earned and unearned income.

1. If income has not changed and is at or below the 34% SMI level, then note telephone call on the Service Episode Record and take no further action until the next redetermination of eligibility is due.

2. If income has not changed and is between the 34% and 46% SMI, reauthorize services on the DSHS 14-139 with a new service begin date of November 1, 1985.

3. If income has not changed and is above the 45% SMI level, then terminate the client effective October 31, 1985. Reason for action is "WAC 38-15-170 and WAC 388-15-173 Revision". Notice of Termination must be mailed to the client and provider by October 18.

4. If income has changed, establish an interview date to meet with the parent to complete a redeterination of eligibility prior to October 14. The new service begin date shall be November 1, 1985.

5. All Family Units with SMI levels between 34% and 46% shall have the:

- Parent participation fee calculated and entered on the DSHS 14-139 and DSHS 14-159.

- Revised DSHS 14-159 copy shall be mailed to the client and provider by October 18 with Reason for Action entered as "WAC 388-15-170 and WAC 388-15-173 Revision".

- Terminal Input for revised DSHS 14-159 shall be completed by October 22.

B. All new cases for DCFS Day Care Services shall utilize the new SMI levels effective November 1, 1985.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: ALL HOLDERS OF MANUAL G

NOTICE NO: G-155
Issued: June 22, 1983

FROM: Bruce Ferguson, Assistant Secretary
Community Services

FOR INFORMATION CALL:
Jan Wells
SCAN 234-7076 or
non-SCAN 753-7076

IF NOT DELIVERABLE RETURN TO: WP/MANUAL SECTION MS OB-45

SUBJECT: REVISED STATE MEDIAN INCOME TABLE EFFECTIVE JULY 1, 1983, USED FOR DETERMINING ELIGIBILITY FOR DAY CARE SERVICES

Place this notice in the front of Chapter 28, Manual G, and note on Green Notice Control Sheet the date Notice No. G-155 was entered.

I. Background

The State Median Income Table has been revised by the budget office to be effective July 1, 1983. The revised table will replace the table in Chapter 28.15, Eligibility Section. The revised table is as follows:

Gross Monthly Income	Family Size 1	2	3	4	5	6	7	8
52%	606	793	979	1166	1353	1539	1574	1609
38%	443	579	716	852	988	1125	1150	1176

	9	10	11	12	13	14	15	16
52%	1644	1679	1714	1749	1784	1819	1854	1889
38%	1201	1227	1252	1278	1303	1329	1355	1380

II. Action Required

A. The revised table shall be used for all eligibility determinations performed in July and thereafter.

B. All parent participation families shall have their income eligibilities redetermined in July using the revised SMI Tables and using gross income from the month of June. A new begin date of 07/01/83 shall be established for each family.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: ALL HOLDERS OF MANUAL G

NOTICE NO: G-157
Issued: June 29, 1983

FROM: Bruce Ferguson, Assistant Secretary
Community Services

FOR INFORMATION CALL:
Jan Wells
SCAN 234-7076 or
non-SCAN 753-7076

IF NOT DELIVERABLE RETURN TO: WP/MANUAL SECTION MS OB-45

SUBJECT: DAY CARE VENDOR RATE INCREASE EFFECTIVE JULY 1, 1983

Place this notice in the front of Chapter 28, Manual G, and note on Green Notice Control Sheet the date Notice No. G-157 was entered. Remove Notice No. G-100 from the front of Chapter 24, Manual G, and note on Green Notice Control Sheet the date Notice No. G-100 was removed.

I. BACKGROUND

A. The legislature has appropriated vendor rate increase funds to be effective July 1, 1983.

B. The vendor rate increase funds are being used to establish an Infant and Toddler Rate for day care services to partially compensate for the higher staff ratio licensing requirements for this group of children.

C. Section 28.16, Payment Rates, Part A. 3, 4, and 5 is amended as follows:

3. Effective July 1, 1983, the rate of payment for family day care, mini-day care centers, and day care centers is the lesser of the following:

a. Either the provider's rate, or

b. For part-time child care (up to seven hours per day), $1.19 per child hour of attendance for children 30 months and older, and $1.34 per child hour of attendance for children less than 30 months of age, or

c. For full-time child care (seven or more hours), $8.33 per child day of attendance for children 30 months and older, and $9.38 per child day of attendance for children less than 30 months of age.

4. Effective July 1, 1983, the rate of payment for relatives and in-home care is the lesser of the following:

a. Either the provider's rate, or

b. For three or fewer children, one of whom is under 30 months of age, the group rate (not per child) of $1.34 per hour of care shall apply, or

c. For three or fewer children, all of whom are 30 months or older, the group rate (not per child) of $1.19 per hour of care shall apply, or

d. For four or more children, one of whom is under 30 months of age, the group rate (not per child) of $1.74 per hour of care shall apply, or

e. For four or more children, all of whom are 30 months or older, the group rate (not per child) of $1.55 per hour of care shall apply.

All children in the family under the age of 14 for whom child care is being authorized shall be included in the group when establishing the child care rate. Time computed for child care payment shall not exceed ten hours per day or 50 hours per week.

5. For out-of-home care, if a parent works unusual hours (e.g., split shift or four ten hour days per week), the daily maximum can be exceeded as long as the weekly maximum payment is not exceeded. For a child 30 months or older, the weekly maximum is $41.65. For a child under 30 months of age, the weekly maximum is $46.90.

II. ACTION REQUIRED

1. Current families with an authorized child under 30 months of age shall have the authorized rate on the Change of Service Authorization, Form 14-159, changed to the lesser of the provider's rate or the new DSHS established rate for the child under 30 months of age only. Review the Reginal Day Care Contractor list for a lesser provider rate. A copy of the revised authorization shall be submitted to the provider by July 25, 1983 to inform the provider of the change prior to completion of July billing vouchers. The effective date of the revision shall be July 1, 1983. A copy of the revision shall be mailed to the parent, and routed to the CSO billing clerk.

2. A tickler file for the children under 30 months of age shall be established and maintained. When the child reaches 30 months of age, the rate shall be reduced as of the first of the following month.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: ALL HOLDERS OF MANUAL G

NOTICE NO: G-157
Issued: June 29, 1983

FROM: Bruce Ferguson, Assistant Secretary
Community Services

FOR INFORMATION CALL:
Jan Wells
SCAN 234-7076 or
non-SCAN 753-7076

IF NOT DELIVERABLE RETURN TO: WP/MANUAL SECTION MS OB-45

SUBJECT: DAY CARE VENDOR RATE INCREASE EFFECTIVE JULY 1, 1983

Place this notice in the front of Chapter 28, Manual G, and note on Green Notice Control Sheet the date Notice No. G-157 was entered. Remove Notice No. G-100 from the front of Chapter 24, Manual G, and note on Green Notice Control Sheet the date Notice No. G-100 was removed.

I. BACKGROUND

A. The legislature has appropriated vendor rate increase funds to be effective July 1, 1983.

B. The vendor rate increase funds are being used to establish an Infant and Toddler Rate for day care services to partially compensate for the higher staff ratio licensing requirements for this group of children.

C. Section 28.16, Payment Rates, Part A. 3, 4, and 5 is amended as follows:

3. Effective July 1, 1983, the rate of payment for family day care, mini-day care centers, and day care centers is the lesser of the following:

a. Either the provider's rate, or

b. For part-time child care (up to seven hours per day), $1.19 per child hour of attendance for children 30 months and older, and $1.34 per child hour of attendance for children less than 30 months of age, or

c. For full-time child care (seven or more hours), $8.33 per child day of attendance for children 30 months and older, and $9.38 per child day of attendance for children less than 30 months of age.

4. Effective July 1, 1983, the rate of payment for relatives and in-home care is the lesser of the following:

a. Either the provider's rate, or

b. For three or fewer children, one of whom is under 30 months of age, the group rate (not per child) of $1.34 per hour of care shall apply, or

c. For three or fewer children, all of whom are 30 months or older, the group rate (not per child) of $1.19 per hour of care shall apply, or

d. For four or more children, one of whom is under 30 months of age, the group rate (not per child) of $1.74 per hour of care shall apply, or

e. For four or more children, all of whom are 30 months or older, the group rate (not per child) of $1.55 per hour of care shall apply.

All children in the family under the age of 14 for whom child care is being authorized shall be included in the group when establishing the child care rate. Time computed for child care payment shall not exceed ten hours per day or 50 hours per week.

5. For out-of-home care, if a parent works unusual hours (e.g., split shift or four ten hour days per week), the daily maximum can be exceeded as long as the weekly maximum payment is not exceeded. For a child 30 months or older, the weekly maximum is $41.65. For a child under 30 months of age, the weekly maximum is $46.90.

II. ACTION REQUIRED

1. Current families with an authorized child under 30 months of age shall have the authorized rate on the Change of Service Authorization, Form 14-159, changed to the lesser of the provider's rate or the new DSHS established rate for the child under 30 months of age only. Review the Reginal Day Care Contractor list for a lesser provider rate. A copy of the revised authorization shall be submitted to the provider by July 25, 1983 to inform the provider of the change prior to completion of July billing vouchers. The effective date of the revision shall be July 1, 1983. A copy of the revision shall be mailed to the parent, and routed to the CSO billing clerk.

2. A tickler file for the children under 30 months of age shall be established and maintained. When the child reaches 30 months of age, the rate shall be reduced as of the first of the following month.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: ALL HOLDERS OF MANUAL G

NOTICE NO: G-155
Issued: June 22, 1983

FROM: Bruce Ferguson, Assistant Secretary
Community Services

FOR INFORMATION CALL:
Jan Wells
SCAN 234-7076 or
non-SCAN 753-7076

IF NOT DELIVERABLE RETURN TO: WP/MANUAL SECTION MS OB-45

SUBJECT: REVISED STATE MEDIAN INCOME TABLE EFFECTIVE JULY 1, 1983, USED FOR DETERMINING ELIGIBILITY FOR DAY CARE SERVICES

Place this notice in the front of Chapter 28, Manual G, and note on Green Notice Control Sheet the date Notice No. G-155 was entered.

I. Background

The State Median Income Table has been revised by the budget office to be effective July 1, 1983. The revised table will replace the table in Chapter 28.15, Eligibility Section. The revised table is as follows:

Gross Monthly Income	Family Size 1	2	3	4	5	6	7	8
52%	606	793	979	1166	1353	1539	1574	1609
38%	443	579	716	852	988	1125	1150	1176
	9	10	11	12	13	14	15	16
52%	1644	1679	1714	1749	1784	1819	1854	1889
38%	1201	1227	1252	1278	1303	1329	1355	1380

II. Action Required

A. The revised table shall be used for all eligibility determinations performed in July and thereafter.

B. All parent participation families shall have their income eligibilities redetermined in July using the revised SMI Tables and using gross income from the month of June. A new begin date of 07/01/83 shall be established for each family.