

# Family, Friend and Neighbor (FFN) Provider Training Requirements

Family, Friend and Neighbor (FFN) providers have to meet training requirements if they are serving children receiving state subsidy.

Non-relative, “friend and neighbor” providers have 90 days from date of authorization to complete and record health and safety training. See the complete list of training below.



## The below three trainings are ONLY required for non-relative FFN providers



### DCYF Approved Health and Safety Training

Only for non-relative FFN providers  
(2 hours long)

The Health and Safety Training is available in-person and online at [www.dcyftraining.com](http://www.dcyftraining.com) in English, Spanish and Somali. To register for the in-person trainings visit: [tinyurl.com/imagine-dcyftraining](http://tinyurl.com/imagine-dcyftraining).

If you have already completed Child Care Basics or the Initial Certificate, you already meet this training requirement. To learn more about this visit [tinyurl.com/CCB-info](http://tinyurl.com/CCB-info).



### DCYF Safe Sleep Training

Only for non-relative FFN providers caring for infants  
(1 hour long)

The Safe Sleep training is available online at [www.dcyftraining.com](http://www.dcyftraining.com) in English and Spanish.



### Infant, Child, And Adult First Aid and Cardiopulmonary Resuscitation (CPR)

Only for non-relative FFN providers  
(6-8 hours long)

First Aid and CPR trainings are not offered by DCYF. This training must be taken in person and the provider must demonstrate learned skills to the instructor. To find training in your community, contact community organizations like The Red Cross, your local fire department, churches, colleges, etc., or search the internet for additional options.

## The training below is required for all FFN providers



### Mandatory Subsidy Billing Training

For both relative and non-relative  
FFN providers (4 hours long)

The Subsidy Billing training is available in-person, online or through self-paced correspondence in English, Spanish and Somali.

For information about this training visit: [tinyurl.com/FFN-SubsidyBilling](http://tinyurl.com/FFN-SubsidyBilling) or contact Barbara Owens at Whatcom Community College: [bowens@whatcom.edu](mailto:bowens@whatcom.edu) or 360-383-3174.

**Please note:** After completing the training, the state will pay FFN providers, who care for children getting subsidy twenty dollars (\$20).



### DCYF Electronic Attendance System Training

For both relative and non-relative FFN providers  
(2 hours long)

The Electronic Attendance training is available in-person, online at [www.dcyftraining.com](http://www.dcyftraining.com) or self-paced correspondence in English, Spanish and Somali. For information about this training, visit: [tinyurl.com/dcyf-eas](http://tinyurl.com/dcyf-eas).

## Want more information?

Website: [tinyurl.com/FFNReqs](http://tinyurl.com/FFNReqs)

Phone: 866-482-4325 ,option 8

Email: [dcyf.ffn@dcyf.wa.gov](mailto:dcyf.ffn@dcyf.wa.gov)

*If you would like copies of this document in an alternative format or language, please contact DCYF Constituent Relations (1-800-723-4831 | 360-902-8060, [ConstRelations@dcyf.wa.gov](mailto:ConstRelations@dcyf.wa.gov)).*

DCYF PUBLICATION EPS\_0020 (02-2020)



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**