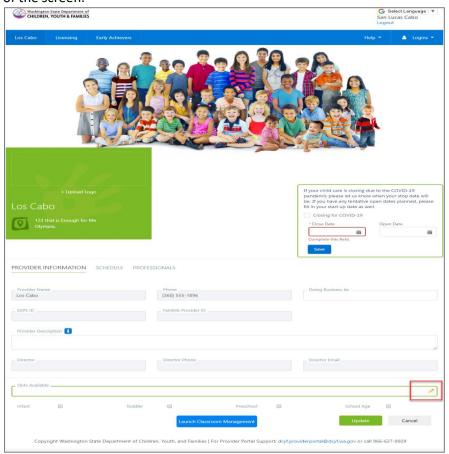# Reporting Slots Available

Due to the COVID-19 pandemic, it is necessary that the department have immediate access to accurate and up-to-date information. WAC 110-300-0019A was created to make sure COVID-19 data is correctly reflected. One of the requirements under this WAC is a current accounting of vacant slots for each age group you are licensed to serve.

Definition of a Slot: A provider's current availability; how many children you are able and willing to accept at this given time. This needs align with what you are currently licensed for.

For Provider Portal support, contact: dcyf.providerportal@dcyf.wa.gov or 1-866-627-8929.

To Report Slots Available in the Provider Portal, Follow the Steps Below

1. From the homepage of the Provider Portal, click on the Slots Available, pencil icon tab at the bottom right hand side of the screen.

2. Enter the Slots you have available and are willing to accept children for care.

3. Check the boxes for the age groups you have available.

4. Click the "Update" button.

5. The Update button will disappear. You can edit this as often as you need, and it will show up in Child Care Check.