

NOW is the time to report changes in your child care needs for the school year. Please call your Working Connections Child Care (WCCC) Call Center and report **any** change such as:

- The first day of your child's school program
- The first day new child care hours start
- An increase or decrease in the number of child care hours
- A change in provider or the location where care is provided

IMPORTANT: Late reporting will delay payment to your provider.

Reminder: DSHS sends you a copy of your WCCC Rights and Responsibilities with every WCCC Award letter. The rule below outlines the changes you are responsible to report.

WAC 170-290-0031 What changes do I need to report when I apply for or receive WCCC?

- (1) Notify WCCC staff, within five days, of any change in providers;
- (2) Notify your provider within ten days when we change your child care authorization;
- (3) Provide notice to WCCC staff within ten days of any change in:
 - (a) The number of child care hours you need (more or less hours);
 - (b) Your household income, including any TANF grant or child support increases or decreases;
 - (c) Your household size such as any family member moving in or out of your home;
 - (d) Employment, school or approved TANF activity (starting, stopping or changing);
 - (e) The address and telephone number of your in-home/relative provider;
 - (f) Your home address and telephone number; and
 - (g) Your legal obligation to pay child support.
- (4) Report to your child care authorizing worker, within twenty-four hours, any pending charges or conviction information you learn about your in-home/relative provider.
- (5) Report to the child care authorizing worker, within twenty-four hours, any pending charges or conviction information you learn about anyone sixteen years of age and older who lives with the provider when care occurs outside of the child's home.

[Statutory Authority: RCW 74.04.050, 74.12.340, 74.13.085, and 2003 1st sp.s. c 25. 04-08-021 and 04-08-134, § 388-290-0031, filed 3/29/04 and 4/7/04, effective 5/28/04.]