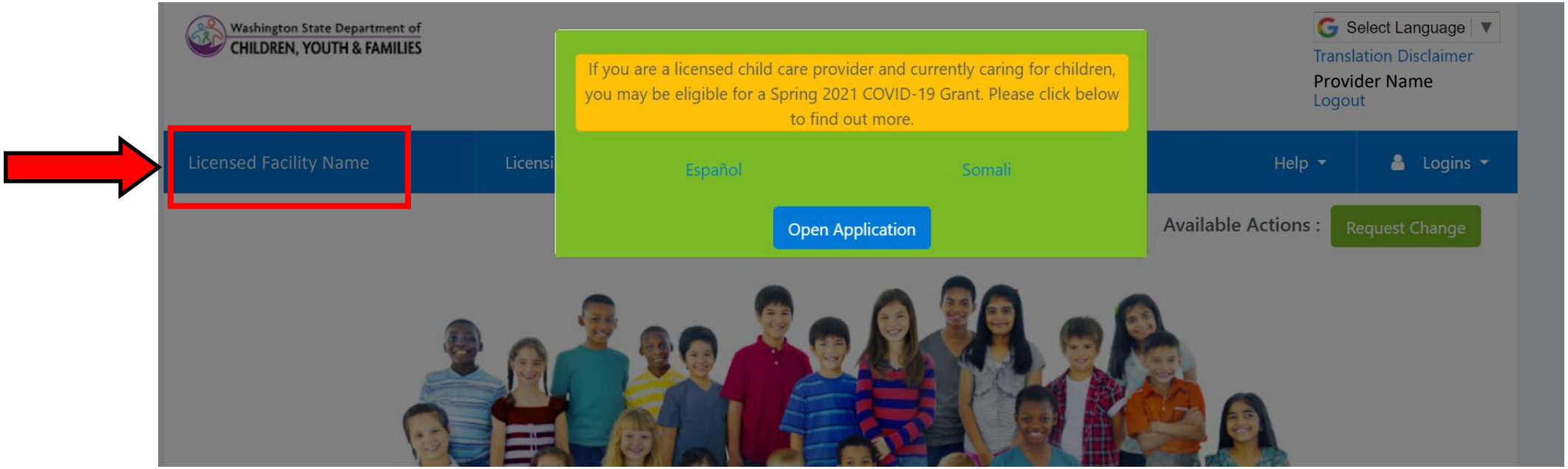
How to Complete an Application for the DCYF Spring 2021 Child Care COVID-19 Grant in the WA Compass Provider Portal

www.dcyf.wa.gov

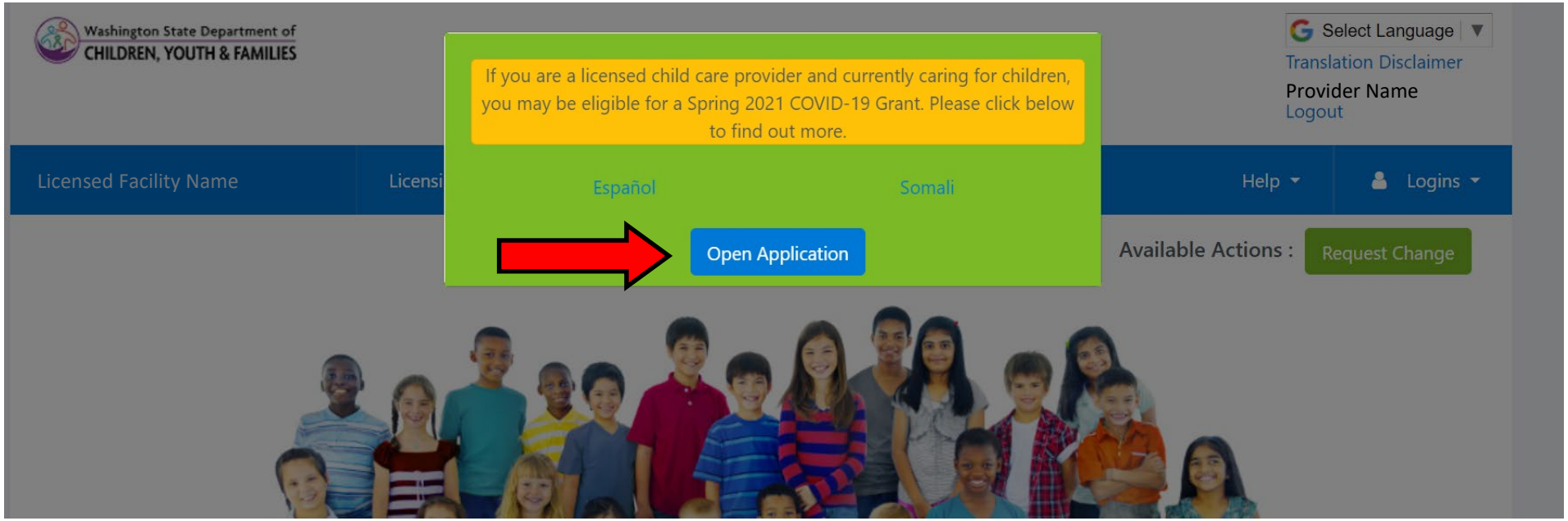
Washington State Department of CHILDREN, YOUTH & FAMILIES

Step 1: Login to the WA Compass Provider Portal



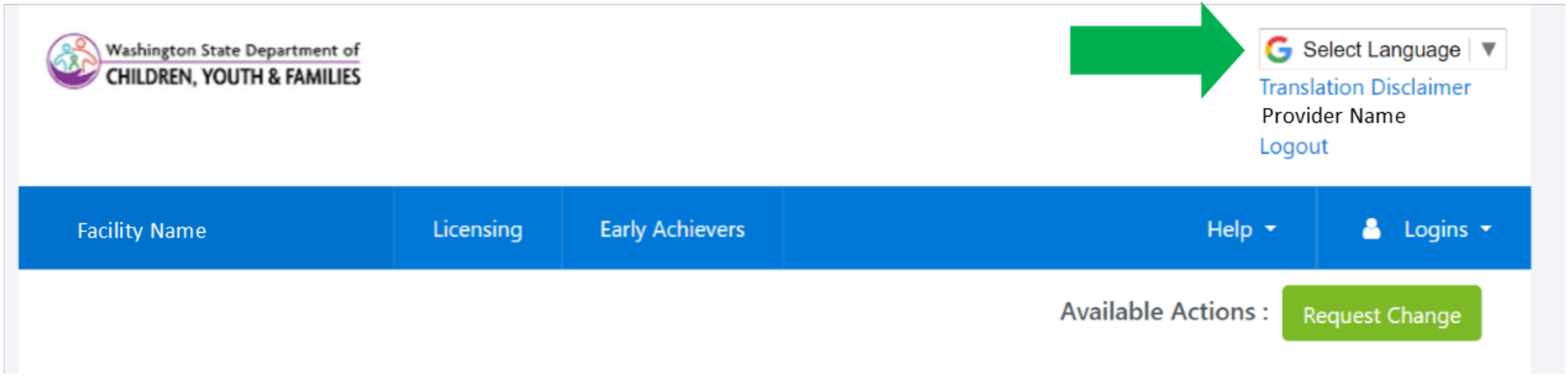
- Please use either Google Chrome or Firefox to access the Provider Portal. Otherwise, the application popup may not appear.
- If you have more than one licensed facility, check for your facility name on the left of the screen to ensure that you are applying for the correct facility.

Step 1: Login to the WA Compass Provider Portal



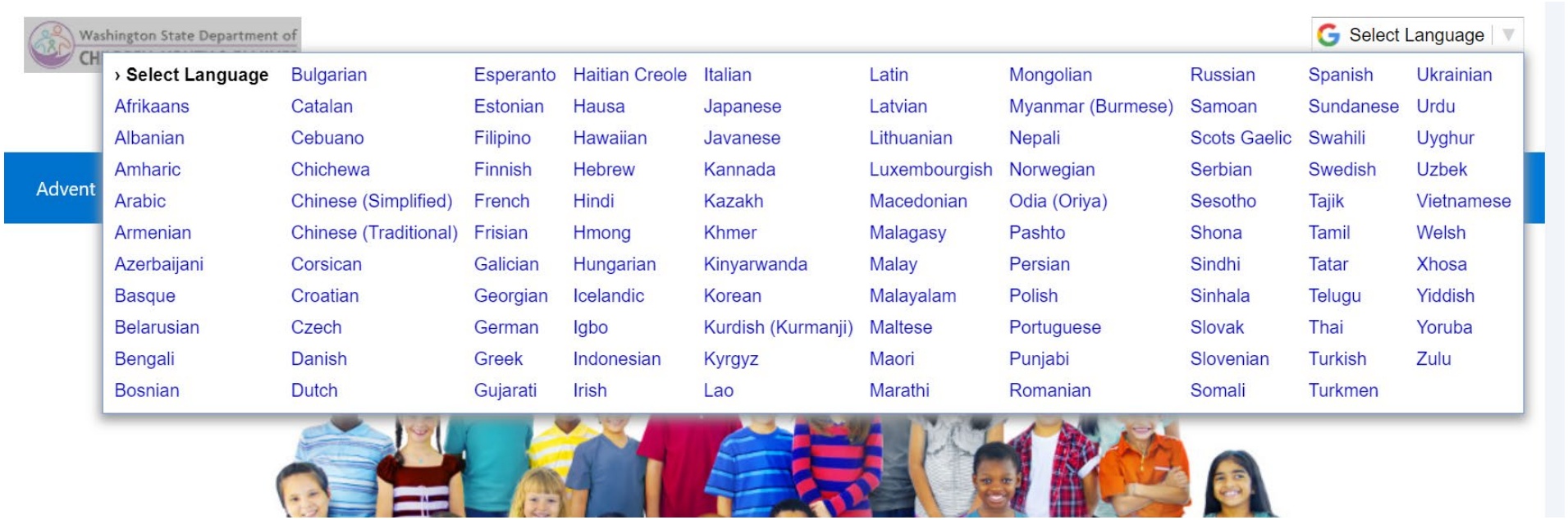
- If you click away from the green popup box, don't worry! Simply refresh the page and it will reload. The box will be available until you have submitted your application.

Step 2: Click “Select Language” (If Needed)



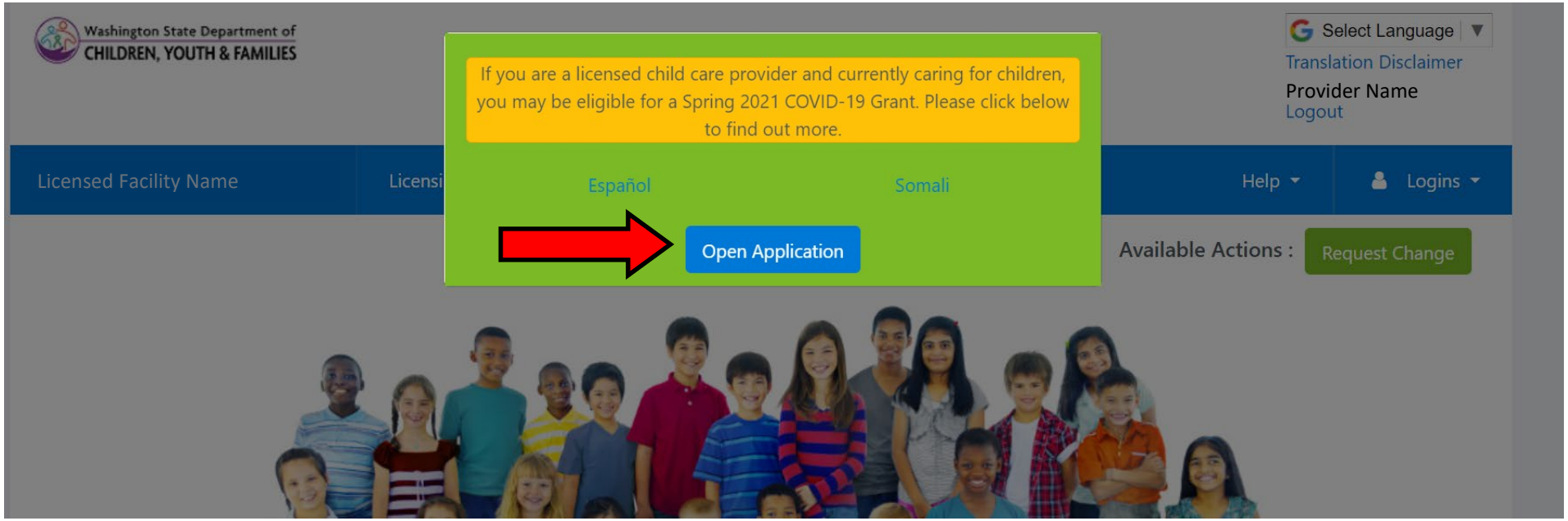
- The Provider Portal now uses a Google Translate Tool to support non-English speaking providers. The Google Translate feature is available in the application in the top right-hand corner of the Provider Portal as shown above.

Step 3: Choose Language (If Needed)

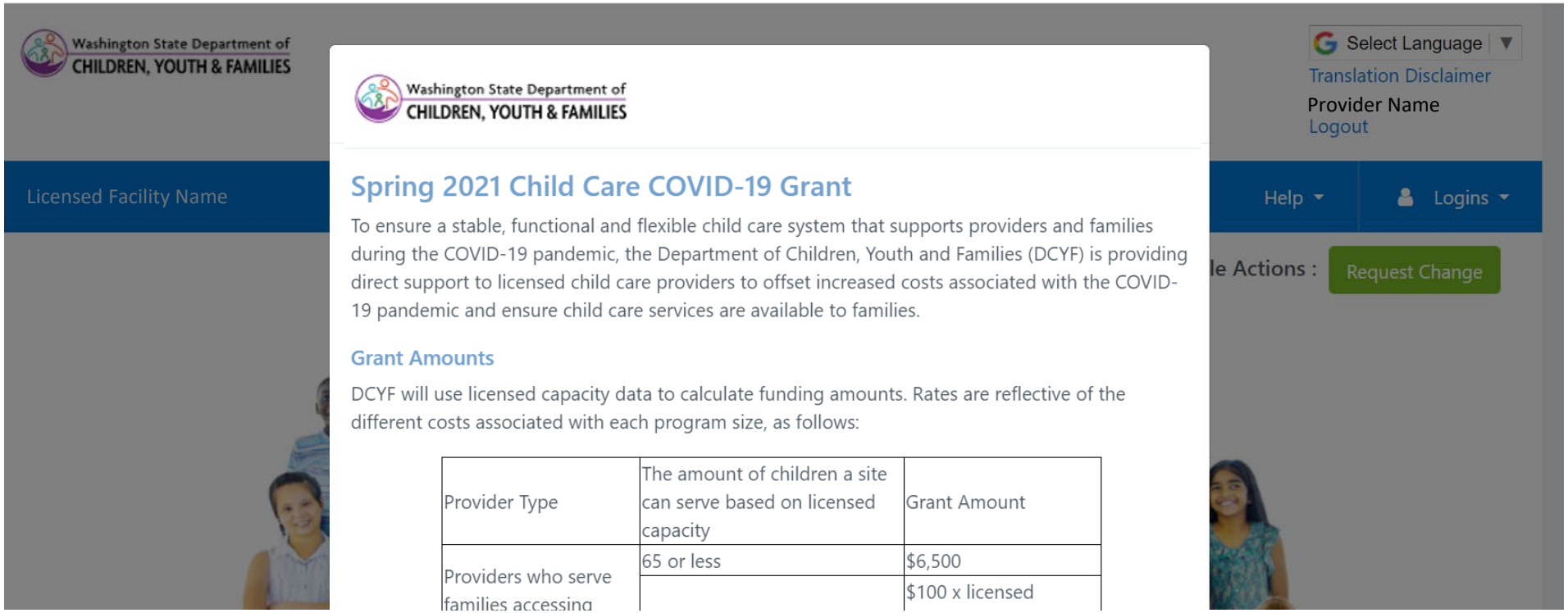


- After you choose the language you would like displayed, refresh the page. This will make the DCYF Spring 2021 Child Care COVID-19 Grant application appear in the language you selected.

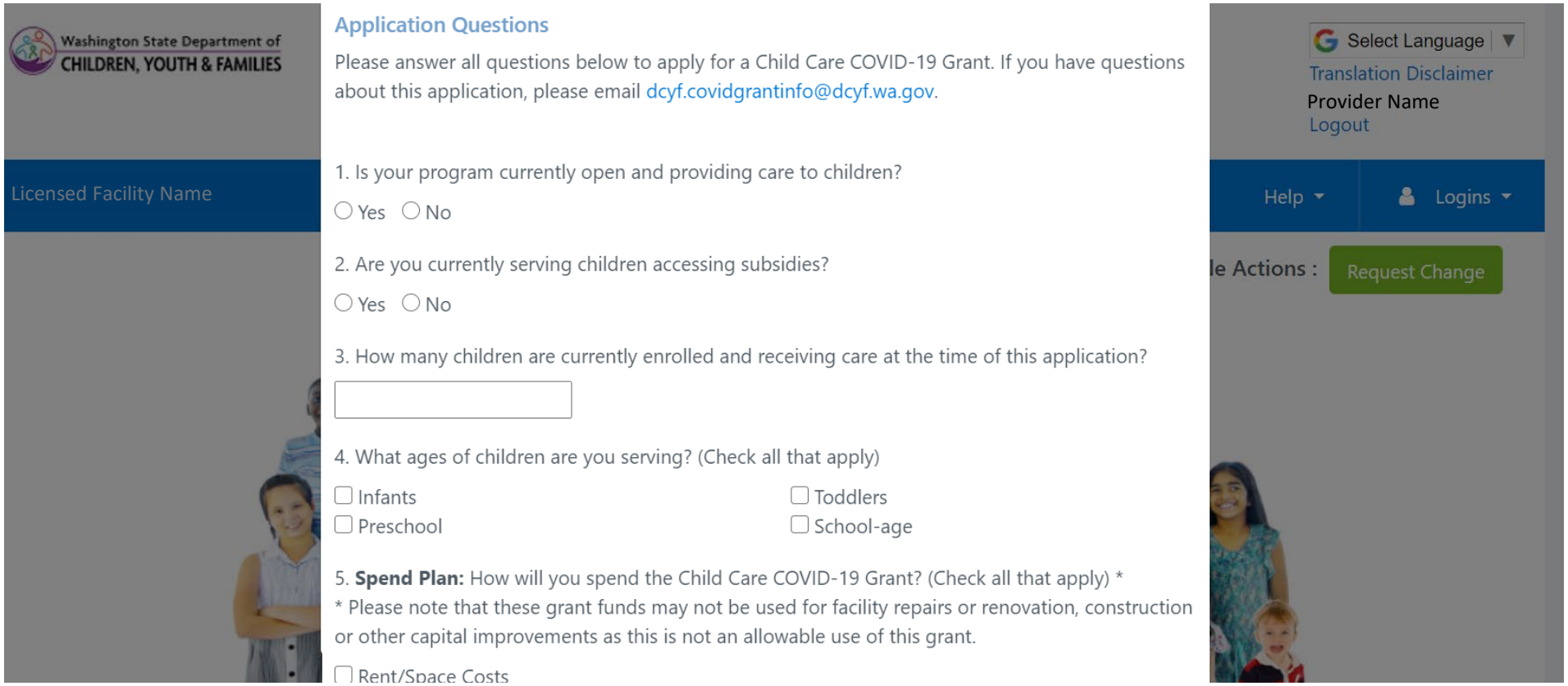
Step 4: On the Homepage, Click “Open Application”



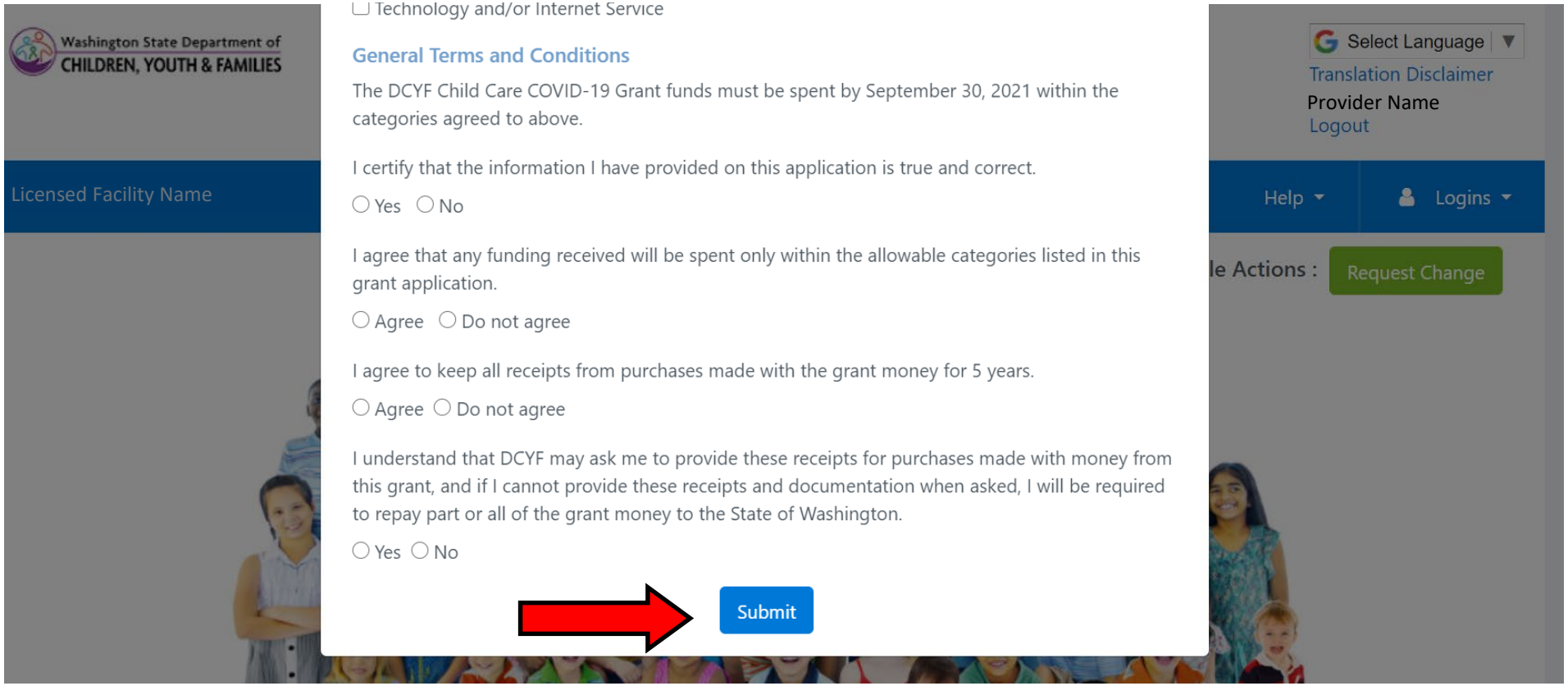
Step 5: Read the Information and Instructions



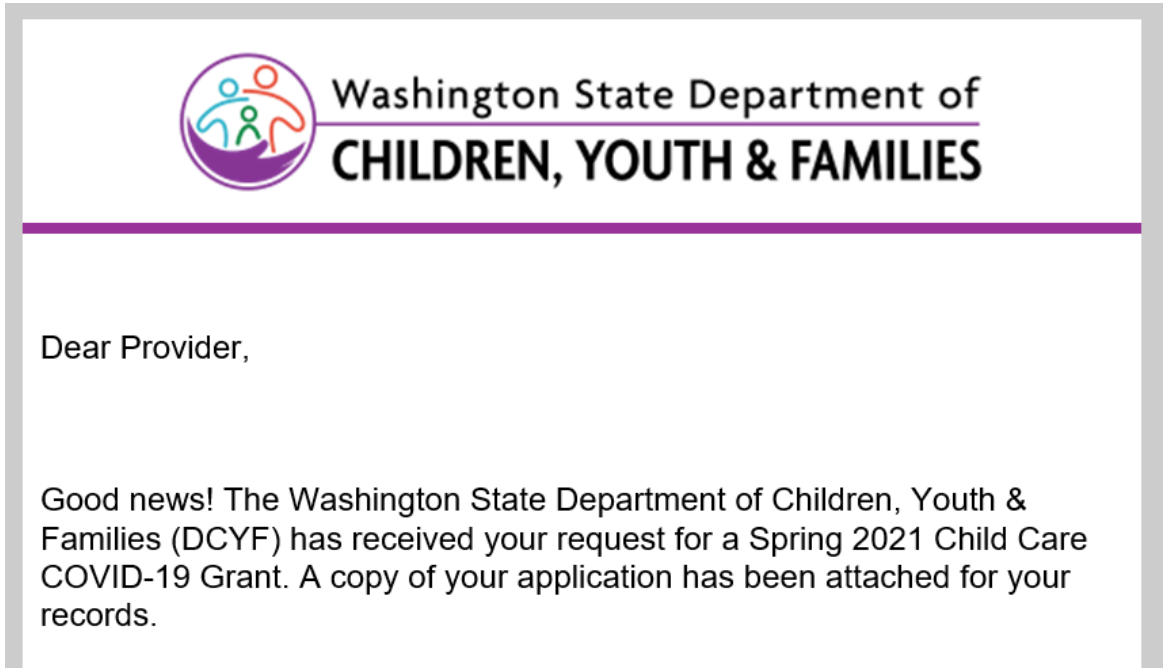
Step 6: Answer the Application Questions



Step 7: Click “Submit”



Step 8: Check Your Email For a Confirmation!



Washington State Department of
CHILDREN, YOUTH & FAMILIES

Dear Provider,

Good news! The Washington State Department of Children, Youth & Families (DCYF) has received your request for a Spring 2021 Child Care COVID-19 Grant. A copy of your application has been attached for your records.

- Please be sure to check the “junk” or “spam” folder in your email if you do not receive an email confirmation. The email will be sent to the “primary contact email” in your WA Compass account.

Questions?

If you have questions about the DCYF Spring 2021 Child Care COVID-19 Grant, please email dcyf.covidgrantinfo@dcyf.wa.gov.