



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
CHILDREN'S ADMINISTRATION
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April 2, 2018

TO: Children's Administration All Staff

FROM: Darcey Hancock, Acting Director of Field Operations *Darcey Hancock*
Children's Administration

SUBJECT: Child Care Funding Suspended for Non-Standard Hours Bonus and Field Trip Enhancement Fees

The Field Trip Fees and Non-Standard Hours Bonus (NSHB) for child care are suspended, effective immediately, as the budget has been exceeded for both payments.

Field Trip Fees will not be available for services that occur after March 31, 2018. Payments for services that occur prior to April 1, 2018 may be authorized under normal billing processes through April 24, 2018. Field Trip Fees **will not be reinstated for the balance of the biennium.** The biennium ends June 2019.

The NSHB will be suspended for June 2018 as payments have exceeded the budget for state fiscal year 2018. Payments may be authorized for NSHB using normal billing processes for services provided up to May 31, 2018. Providers must submit their invoice for services provided in May 2018 no later than June 22, 2018. Payment may not be authorized for services provided in June 2018. **NSHB payments will again be available for services provided in July 2018 forward.**

Because these changes are due to lack of funds, there will be no consideration of exceptional circumstances. The Department of Early Learning is notifying childcare providers of the changes.

Please contact [Shelley Arneson](#), Kinship and Child Care Program Manager with questions regarding this information.