



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
CHILDREN'S ADMINISTRATION – FIELD OPERATIONS
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TO: Regional Administrators
Deputy Regional Administrators
DCFS Area Administrators
Administrator, Licensed Resources
Area Administrators, Licensed Resources
Regional Implementation Coordinators
Children's Administration Staff

FROM: Becky Smith, Director *BS*
Field Operations, Children's Administration

SUBJECT: Child Care Policy Changes

As a result of modifications to the State of Washington and Service Employees International Union 925 Collective Bargaining Agreement contract, Children's Administration revised the Child Care Policy and Procedures section of the manual (Practice and Procedures 5400). The revisions include new requirements regarding termination of child care services for both planned and unplanned terminations (see details below), and are **effective immediately**. In addition, we have reformatted the section into the new policy format and clarified the policy language.

The changes to the child care policy and procedures include:

- **Planned Terminations** - Social workers must provide a verbal and/or written notice (email or letter) to the child care provider at least ten (10) calendar days prior to the planned termination date.
- **Unplanned Terminations** - In the event of an unplanned termination (e.g., child's placement changes or court order), social workers must notify the provider as soon as possible and reimburse providers for child care services provided.
- **New Form** – The Child Care Planned Termination form (DSHS 10-433) is now available as a tool to provide advance notification of a planned termination of child care benefits.

The new policy and accompanying documents may be accessed on the [policy updates](#) page.

Questions about child care policy may be directed to Michael Luque, CA HQ Child Care Program Manager, at Michael.Luque@dshs.wa.gov, or (360) 902-7986.