



**STATE OF WASHINGTON
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES**

1115 Washington Street, SE • P.O. Box 40983 • Olympia WA 98504-0983

June 18, 2021

TO: All Field Operations Case Carrying Staff

FROM: Kwesi Booker, Assistant Secretary Field Operations 

SUBJECT: **New Process** - Licensed Family Home (LFH) Child Care Referrals

On July 1, 2021, a new Collective Bargaining Agreement will go into effect for Licensed Family Home (LFH) Child Care. **This does not affect Child Care Centers.** The new agreement changes the payment structure and requires additional information about the hours of child care needed to determine the rate and authorize payment. To implement this required change, caseworkers will need to ask specific questions to caregivers when they request LFH child care. Fiscal will then take that calculation and authorize child care units.

Between Now and June 30, 2021

Currently there are approximately 540 children, funded through child welfare, that are in LFH child care across the state, and these cases will need to be updated with the additional information. Fiscal will identify the cases and send each impacted caseworker an email asking them to fill out an excel worksheet and upload it to the current service referral. Caseworkers can use the [Licensed Family Home Field Questionnaire](#), to gather the information from the caregiver, to put in the worksheet. If these are in-home cases, child care policy [5400](#) allows cases to be paid through child welfare funds for a maximum of three months. If one of these cases is approaching the 3-month mark, closure, or is no longer in need of child welfare funding, refer the family to Working Connections Child Welfare Continuing Child Care (CWCCC) and inform the fiscal worker. Below are instructions regarding how to fill out a CWCCC service referral to ensure it batches overnight to Working Connections. It is also useful to give the parents the [CWCCC Guide for Parents and Guardians](#) so they are aware of the rules and their part in the process.



Child Welfare
Continuing Child Care

July 1, 2021 and ongoing LFH service referrals

Starting July 1st, all new LFH service referrals will require answers to all questions on a worksheet that will be accessed from the service referral. This worksheet includes a sheet that the caseworker will populate and upload and a sheet for fiscal workers to complete. Once the worksheet is populated the calculations that fiscal will need to authorize child care units will be automated. You can use the [Licensed Family Home Field Questionnaire](#), to gather the

information from the caregiver, to put in the worksheet. A [5-minute instructional video](#) and a [Licensed Family Home Child Care Service Referral Quick Help Guide](#) will walk you through the process for completing these referrals.

Additional Support

For additional IT questions please reach out to your regional Technology Trainer listed below:

Region 1:	Tennille Kimball	(509) 431-0107
Region 2:	Rachel Beckstrom	(509) 392-3052
Region 3:	Matt Shaw	(425) 422-5967
Region 4:	Cyndi Joyce	(253) 290-0371
Region 5:	Shannon Nelson	(253) 380-5273
Region 6:	Beija Brindley	(360) 601-0837

For content questions, please contact the Intake and Early Learning Program Manager, Alissa Copeland at alissa.copeland@dcyf.wa.gov.