

A Brief Guide for In-Home or Relative Providers Who Are Paid With WCCC Subsidies

<p>In-home or relative child care provider, must meet the following qualifications:</p> <ul style="list-style-type: none"> • Be 18 years of age or older. • Be a citizen or a legal resident of the United States. • Pass the DSHS background check. If care is provided in the provider’s home, then anyone over 16 living in the home must also pass a background check. • Be physically and mentally healthy enough to meet all the needs of the child in care. • Not be the child’s biological parent, step-parent, adoptive parent, legal guardian, in-loco parentis, or the spouse of any of these individuals. 	<p>The Working Connections Child Care Application for child care benefits must be completed by the parent and by the in-home or relative provider. It must:</p> <ul style="list-style-type: none"> • Be signed and dated by both the provider and the parent. • Include the legal name, current address and telephone number of the provider. • Include a copy of the provider’s valid photo identification, such as a driver’s license. • Include a copy of the provider’s valid Social Security card or Green Card. • Include the provider’s signed and dated background authorization form(s).
CHILD CARE PROVIDER’S RESPONSIBILITIES	PARENT OR GUARDIAN’S RESPONSIBILITIES
<p>Quality of Care</p> <ul style="list-style-type: none"> • Accept and follow instructions in caring for the child. • Provide care without using physical punishment or mental abuse. • Provide care, supervision, and daily activities based on the child’s developmental needs. • Be prompt and regular in child care employment. • Be informed about basic health practices, prevention and control of infectious disease, and immunizations. • Care for the child ONLY in the home approved by DSHS. <p>Record Keeping and Billing</p> <ul style="list-style-type: none"> • Keep attendance records of the days and times care is provided for each child. • Have the parent sign and date the attendance records at least weekly. • Keep the attendance records for 5 years. • Provide attendance records within 14 days if DSHS or DEL asks to see them. • Bill DSHS only for care provided during the parent’s approved activities. • Bill for no more than six children during the same hours of care. <p>Report to DSHS</p> <ul style="list-style-type: none"> • Within 24 hours any known pending charges or criminal convictions against the provider , or against anyone 16 years of age or older living in the provider’s home when the child is cared for in the provider’s home. • When care is provided in the provider’s home and someone 16 years of age or older moves into that home. • Within 10 days changes to the provider’s legal name, address, or telephone number. 	<p>Monitoring Child Care Services</p> <ul style="list-style-type: none"> • Make sure care is provided ONLY in the home approved by DSHS. • Make sure that the child’s environmental, physical, nutritional, emotional, cognitive, safety, and social needs are met by the provider. • Provide a list to the provider of the names, addresses, and telephone numbers of who can pick up the child from the provider’s care. • Ensure your child is current on immunizations when the child is cared for in the provider’s home, except in cases based on religious preference or medical conditions. <p>Report to DSHS</p> <ul style="list-style-type: none"> • Within 24 hours any known pending charges or criminal convictions against the provider, or against anyone 16 years of age or older living in the provider’s home when the child is cared for in the provider’s home. • Within 5 days about any changes in child care providers. • Within 10 days about any changes in the hours of child care needed, family size or income, and work, school, or training activities. <p>Paying for Child Care</p> <ul style="list-style-type: none"> • Review, sign and date the provider’s attendance records weekly to help ensure accurate billing and avoid overpayments or underpayments. • Pay the provider for any child care used that was not authorized by DSHS for approved activities such as work, school, or training. • Pay the provider, or make arrangements for a third party to pay, the monthly copayment directly to the provider.

