

Lower Columbia College Head Start School Day and Part Day Families Child Care Subsidy Worksheet

To provide FREE services to children and families, the program writes grants to raise funds. With the family, answer the following questions and take action. The families' contribution of time will help us continue providing care. Note: Our program does not charge a copay. Services will remain free of charge.

1. **Is the family already authorized to receive child care subsidy / Washington Connection child care?** **Yes** - continue to step 2 or **No** - continue to step 3

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2. **Does the child receive child care with subsidy outside of the Head Start program?** ☐

- a. If yes, circle the days they **only** attend Head Start. M T W TH F

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With the parent, call Washington Connection at 844-626-8687 to link the child care subsidy to Head Start for the days the child is **only** in attendance at Head Start. You will need the center names and SSPS number listed in step 3d of this document.

- b. If the child attends a care provider who already receives child care subsidy every day, there are no further steps to take at this time. Please ask the family to notify us if the child no longer attends another child care provider in the future.
- c. If there is no other child care provider, continue to the next step.

3. **If the child only attends Head Start and there is no other child care provider receiving subsidy, take the following steps:**

- a. **Check Eligibility:** Visit the Washington Connection website to check eligibility, which is based on family size, income, and hours of care needed. See if they qualify washingtonconnection.org/prescreening/home.go?action=Introduction

- b. **Apply:** Fill out and submit the online application on the Washington Connection portal <https://www.washingtonconnection.org/> or call them at 844-626-8687.
- c. **Provide Support:** Support the family with providing the necessary documents such as proof of identity, age of children, address, and gross income.
- d. **Provide your Head Start Center's SSPS number:**

LCC Head Start ECEAP Barnes	284323
LCC Head Start ECEAP Castle Rock	058518
LCC Head Start ECEAP Barnes North	294180
LCC Head Start EHS ECEAP West	284323
LCC Head Start ECEAP East	483433
LCC Head Start ECEAP Memorial Park Drive Ctr	054923
LCC Head Start Link/Wallace Neighborhood & Early Learning Center	573728

- 4. **Next steps for the Family Advocate/Home Visitor**
 - a. Document this as a referral to DCYF in case management Family Services tab and type "Child Care Subsidy" in the Event Description field. Then make your usual follow-up actions.