

## How to apply for child care subsidy assistance through Working Connections Child Care.

**Are you applying for or participating in WorkFirst? Working Connections Child Care is a subsidized program to provide support for you and children while you participate in WorkFirst activities or employment.**

**Your WorkFirst Program Specialist or Social Service Specialist cannot apply for or approve child care for you. To Apply for Child Care you can do one of the following steps:**

**1. Apply online at Washington Connection** – <https://www.washingtonconnection.org>  
(This gives us the most detail to help work your application. Please see the list below of what should be included on your application) or,

**2. Apply by Phone** – 1 (844) 626-8687 (Monday through Friday, 8:00 am to 4:30 pm) or,

**3. Drop off the application at your local CSO.** Complete the DSHS application form (under section number 8, check the “other” box and write in Child Care) and drop off at your local DSHS office or mail to:

**Child Care Subsidy Contact Center**  
**Department of Children, Youth, and Families**  
**PO Box 11346**  
**Tacoma, WA 98411-9903** or,

**4. Fax-** the completed application to 1 (877) 309-9747.

**You will need to provide information on the following:**

- Activity schedule – include the anticipated days per week and scheduled times.  
Example: Monday through Friday, 9:30 am to 5:30 pm.  
Saturday- 5:30 pm to midnight.
- If working, wage stubs or verification of your gross income for the past 3 months.
- Travel time from daycare to your WorkFirst activity.

**General Provider Information:**

- Child care provider information – you can call 1 (800) 446-1114 to find a provider.
- Payment begin dates will depend on the type of provider you choose (licensed or unlicensed) and the provider’s eligibility.
- You can use a licensed provider while we are processing your unlicensed provider.