



It's time to determine if you need to apply for Working Connections Child Care (WCCC) before reapplying for the Best Starts for Kids Child Care Subsidy.

**Income-Based Requirements:**

- Families at or below 60% of the state median income (SMI) will be **required** to submit a WCCC denial letter.
- We suggest that all families estimating their gross income at 65% or less of the SMI, as shown in the chart below, should submit a WCCC denial letter.
- If your family's gross income is above 65% of the SMI, you will not be required to submit a WCCC denial letter.

**Things to Know:**

- Apply to WCCC now to obtain a denial letter.
- The denial letter must be less than 6 months old at the time of submission.
- The denial letter must be based on income or lack of approved activity. A denial letter for an incomplete submission to WCCC will not suffice.
- Families have the ability to request a WCCC denial letter waiver if they have a safety concern. For this request form, please reach out to your FAS Navigator.
- ***FAMILIES ARE INITIALLY RESPONSIBLE FOR DETERMINING IF THEIR INCOME FALLS AT OR BELOW THE LIMITS FOR THE WCCC PROGRAM AND APPLYING IF REQUIRED. After the reauthorization application is submitted, the Best Starts Subsidy Team will review the provided income documentation to make the final determination of total gross income.***

**Working Connections (WCCC) Application Process**

- **Application Process:**
  - The parent/guardian must complete the WCCC application and verification process.
  - Apply by contacting the Child Care Subsidy Contact Center at 1-844-626-8687 or online at [www.WashingtonConnection.org](http://www.WashingtonConnection.org).
  - DCYF will review information to determine a family's eligibility. Provide DCYF with the name and phone number of the child care provider.
- **Questions about WCCC?**
  - For questions call the DCYF Child Care Contact Center at 1-844-626-8687.
  - More information on WCCC eligibility can be found online at [www.dcyf.wa.gov/services/earlylearning-childcare/getting-help/wccc](http://www.dcyf.wa.gov/services/earlylearning-childcare/getting-help/wccc).

WCCC income limits are for gross income, meaning pre-tax income. Gross income includes all sources of income before any deductions, such as wages, salaries, tips, unemployment benefits, child support, and any other income sources.

**Income Sources**

- Employment income - W-2 / 1099
- Self-employment income, capital gains income, dividend income (from stocks), interest income, royalty income
- Disability insurance- SSI/SSDI
- Student financial aid
- TANF or other cash benefits (such as unemployment insurance)
- Rental income
- Received Child Support
- Jobs paid in cash
- Other income

**WCCC Gross Income Limits Table:**

Family Size	If your income falls at or below these amounts, you <b>MUST</b> submit a Working Connections denial letter or waiver to continue receiving the Best Starts Subsidy	
	- 60% SMI - Monthly Income Limit	- 65% SMI - Monthly Income Limit
2	\$4,094	\$4,435
3	\$5,057	\$5,478
4	\$6,020	\$6,522
5	\$6,984	\$7,566
6	\$7,947	\$8,609
7	\$8,128	\$8,805
8	\$8,308	\$9,001
9	\$8,489	\$9,196
10	\$8,669	\$9,392

**How to Submit Your WCCC Denial Letter**

- Option 1: Fax Directly to Best Starts for Kids Subsidy**
  - Request WCCC to fax the denial letter.
  - Fax number: (253) 295-2643
- Option 2: Receive by Postal Mail and Send to FAS Navigator**
  - Have WCCC send the denial letter to you via postal mail.
  - Send a photo or scanned version via text or email to your FAS Navigator.

**Need Assistance?**

Families are encouraged to reach out to the Family Access and Support (FAS) Team for support throughout the reauthorization process.

- [support@bskchildcare.org](mailto:support@bskchildcare.org)
- (206) 208 - 6865

