



A GUIDE TO IN-HOME RELATIVE CHILD CARE

CASE NAME

CLIENT IDENTIFICATION

How Do You Choose A Good Caregiver For Your Child?

You may choose child care from licensed or certified centers, family homes, or in-home/relative care. You might prefer one type of child care setting to another. Think about what is best for you and your child. Look at all options. Remember, your child's health, happiness, and safety is important. Take the time to find child care that meets your needs and the needs of your child.

Child Care Resource and Referral agencies are available throughout the state to help you find licensed or certified child care that meets your needs. To locate the child care resource and referral agency in your area, call 1-800-446-1114.

What If You Want Care By An In-Home/Relative Caregiver?

In-Home/relative caregivers must:

- Complete, sign, and give the state Part II of the Working Connections Child Care Application, DSHS 14-417, and a Background Authorization, DSHS 09-653.
- Be 18 years of age or older.
- Not have a disqualifying criminal background under WAC 270-290-0160.
- Not be the child's biological, step, or adoptive parent, legal guardian, in *Loco-parentis*, or the spouse of any of these individuals.
- Be physically and mentally healthy enough to meet the needs of the child in care. If the department asks for it, you must provide written proof the provider is physically and mentally healthy enough to be a safe child care provider.
- Be able to work with the child without using physical punishment or mental abuse.
- Be able to accept and follow instructions.
- Be a U.S. citizen or legally able to work in the U.S.
- Be regular in job attendance.
- Provide care to the child in a safe home.
- Be informed, by you, about basic health practices, prevention and control of infectious disease, and immunizations.
- Provide constant care, supervision, and activities based on the development of the child.
- Immediately report, to you, any notice of criminal convictions or pending charges against themselves or of anyone in the household 16 years of age or older, when care occurs outside the child's home.
- Not bill DSHS for more than six children at one time for the same hours of care.

You may have no more than three in-home/relative providers authorized for payment, at the same time, during your eligibility period. Only one of these three providers can be a back-up provider. DSHS pays an hourly rate for in-home/relative care but you are the employer for the provider. As the employer, you have to do some things for the provider like sometimes paying minimum wage and social security benefits. For more information, contact the **U.S. Department of Labor, Wage, and Hour Division at (206) 398-8039**.

Where Can My Caregiver Care For My Child?

Column 1

The provider must do the child care in the child's home if he/she is:

- A friend or neighbor.
- A relative of the child not listed in Column 2.

Column 2

The provider can do the child care in his/her home if he/she is the child's:

- Grandparent or great grandparent
- Aunt, uncle, great aunt or great uncle
- Sibling living outside of the child's home or
- An extended tribal family member under Chapter 74.15 RCW

What Kind Of Records Must You Keep?

Your child care provider must keep records of actual hours of child care provided. This could be as simple as daily start and stop times noted on a current calendar. Whatever method your provider chooses, the provider must keep the records for five years. Not keeping attendance records may result in an overpayment. Federal and state auditors may ask to review the attendance records supporting your receipt of benefits.

What If You Have Concerns About Your Caregiver?

If you are concerned about child abuse or neglect, contact your local Child Protective Services (CPS) office. The statewide toll-free referral line is **1-866-363-4276**. CPS will listen to your concerns and investigate the situation if necessary. If you still have concerns and you do not feel your child care arrangements are safe, make other child care arrangements for your child.

NOTE: When a state employee has reasonable cause to believe a child has suffered abuse or neglect, the employee is required by law to report the incident to Child Protective Services or law enforcement.