



Mandatory Subsidy Billing Training

Licensed Family Child Care Providers and In Home Relative Providers (non-licensed providers caring for relatives) who accept Department of Social and Health Services (DSHS) subsidies are required to complete the Mandatory Subsidy Billing Training. You must complete this training by the end of **April 2011**. This training requirement is part of the collective bargaining agreement between the Department of Early Learning (DEL) and the Union, SEIU 925.

This training began in mid 2010 - if you took the training prior to that, you will have to take it again, as there are new procedures and because this is part of the new collective bargaining agreement (the older training was not included in this agreement).

To take the training online (for either Licensed Family Child Care Providers or In Home Relative Providers)

Go to <http://www.childcarenet.org/providers/provider-subsidies/subsidy-billing-training/child-care-subsidy-billing-training>

Select the link for either "Licensed Family Child Care Providers" or "In Home and Relative Care Providers" (for non-licensed providers, caring for relatives). It is extremely important you take the correct training; otherwise you will have to take it over again (the correct training).

To take the class in person

First, review the list of training dates below. We will update this list as soon as we have scheduled a new training. Then, call Child Care Resource and Referral and ask to speak with a Child Care Resource and Referral Coordinator (Julie or Nahrin), to either register for an existing training or to be put on a waitlist for a future training. If you are on a waitlist, we will contact you as soon as we have scheduled our next training. Child Care Resource and Referral can be reached at 360-734-8396, ext 227 or 888-444-1862, ext 227.

Mandatory Subsidy Billing Training Dates:

Provider Type	Date	Time	Location	Language
Licensed Family Child Care Providers	06/19/2010	9:00 a.m. – 1:00 p.m.	Island County	English, with Spanish support

Licensed Family Child Care Providers	06/29/2010	6:00 p.m. – 10:00 p.m.	Whatcom County	English, with Spanish support
In Home Relative Care Providers	09/15/2010	6:00 p.m. – 10:00 p.m.	Whatcom County	English
In Home Relative Care Providers	11/08/2010	6:00 p.m. – 10:00 p.m.	Whatcom County	English
Licensed Family Child Care Providers	11/09/2010	6:00 p.m. – 10:00 p.m.	Island County <i>*Hosted by WICCA</i>	English, with Spanish support
Licensed Family Child Care Providers	02/23/2011	6:00 p.m. – 10:00 p.m.	Whatcom County	English with Spanish Interpreter
In Home Relative Care Providers	03/22/2011	6:00 p.m. – 10:00 p.m.	Island County	English, with Spanish support
In Home Relative Care Providers	04/20/2011	6:00 p.m. – 10:00 p.m.	Whatcom County	English
In Home Relative Care Providers	05/18/2011	6:00 p.m. – 10:00 p.m.	Island County	English, with Spanish Support
Licensed Family Child Care Providers	06/15/2011	6:00 p.m. – 10:00 p.m.	Whatcom County	English