

INDIVIDUAL PROVIDER

WA Cares Fund Exemption



Follow the directions below to submit your WA Cares Fund exemption letter.

Beginning Jan. 1, 2023, Washington workers became eligible for exemptions from WA Cares if any of the following apply to them:

- Live outside of Washington.
- Are the spouse or registered domestic partner of an active-duty service member of the United States armed forces.
- Have a non-immigrant work visa.
- Are a veteran with a 70% service-connected disability rating or higher.

Exception: Veterans with a 70% service-connected disability rating or higher will receive a permanent exemption.

For more information, visit: <https://wacaresfund.wa.gov/how-it-works/exemptions>

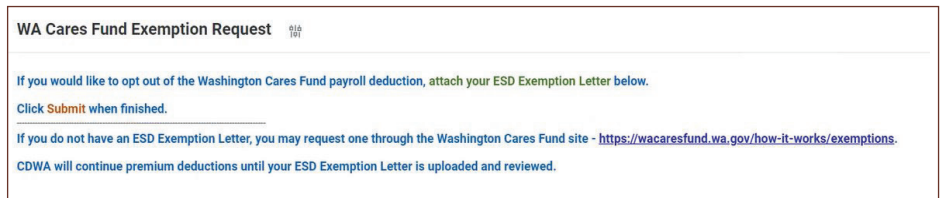
To Submit a WA Cares Fund Exemption

1. Log in to CDWA's [DirectMyCare web portal](#).
2. From the My Dashboard screen, click the **Workday** button to go to your Workday homepage.
**If you reach a log in page, enter the same username and password as used to log into the [DirectMyCare web portal](#).*
3. Locate the search bar at the top of the screen and type in **create request**.
4. Select the **Create Request Task**.
5. In the Create Request pop up, use the dropdown menu to select **All**. Then select **WA Cares Fund Exemption Request**.
***There are helpful instructions on the screen. Review these before completing all the fields for the task (Fig. 01).*



Create Request

Request Type *



WA Cares Fund Exemption Request

If you would like to opt out of the Washington Cares Fund payroll deduction, attach your ESD Exemption Letter below.

Click **Submit** when finished.

If you do not have an ESD Exemption Letter, you may request one through the Washington Cares Fund site - <https://wacaresfund.wa.gov/how-it-works/exemptions>.

CDWA will continue premium deductions until your ESD Exemption Letter is uploaded and reviewed.

6. Upload your ESD exemption letter.
7. Click **Submit** when finished.

(Fig. 01)

Please allow 5 business days for processing.

CDWA will send the task back in Workday if any corrections are needed.