

POLICY

Cancels: NEW

See also: PRO 10.1.20; RCW 43.216; 110-300; 110-301

Approved by: Luba Bezborodnikova

POL 10.1.20 MAINTAINING ACTIVE AND INACTIVE CHILD CARE LICENSING STATUS

This policy applies to DCYF reviewing active and inactive licensing statuses.

1. Inactive Status Must Be Used For Temporary Closures More Than 30 Calendar Days

A provider may be put on inactive status for requests under 30 calendar days if specifically requested but is not required per WAC.

2. Inactive Status Must Not Be Used For Regularly Scheduled Temporary Closures

Regularly scheduled closures may include but are not limited to:

- Programs that close for the summer
- Seasonal programs

3. DCYF Will Not Process An Inactive Request During The 1st Initial Licensing Period (Six Months) Unless It's An Emergency

An emergency will be decided on a case by case basis with an Area Administrator's approval.

4. DCYF May Complete A Site Visit During The Inactive Period

DCYF may complete a site inspection of an early learning or school-age program during the inactive period to ensure no children are receiving services. If children are receiving services a site inspection for health and safety standards will be conducted.

5. DCYF Requires Annual Compliance Requirements During Inactive Time Period

Annual requirements include:

- Annual declaration of intent to continue operating;
- Payment of annual licensing fees; and

- Portable background checks submitted* for all individuals required per [WAC 110.06](#).

*Submitted means individual has paid for their background check fees.

6. DCYF Must Receive Written Notification Before Provider Reopens

7. DCYF Must Conduct A Health and Safety Check When Placing Early Learning or School-Age Program On Active Status

DCYF will conduct a health and safety check within 10 business days of receipt of the written request to reopen.

8. DCYF Must Close The License On Any Inactive Status That Exceeds Six Months

DCYF will require reapplication for early learning or school-age providers that request to be reopened after six months [RCW 43.216.305](#).

DEFINITIONS

Active – a licensing status used by DCYF to refer to providers who are actively providing regularly scheduled care for children.

Inactive – a provider licensing status used by DCYF to refer to early learning or school-age providers who have requested and have been approved to temporarily cease caring for children and close their program.