

# POLICY

Cancels: Compliance Agreement Policy

See also: PRO 10.1.3; RCW 43.216; 110-300; 110-301; 110-300E

Approved by: Luba Bezborodnikova

## **POL 10.1.3 MANAGING FACILITY LICENSING COMPLIANCE AGREEMENTS\***

This policy applies to DCYF staff managing Facility Licensing Compliance Agreements (FLCA).

- 1. DCYF May Complete A FLCA In Lieu Of An Enforcement Action**
- 2. Any Immediate Or Serious Safety FLCAs That A Provider Is Unwilling To Correct Will Be Subject To The Previously Considered Enforcement Action.**
- 3. FLCA(s) Must Be Staffed With Supervisor And Approved By Area Administrator Before Being Issued**
- 4. FLCA(s) May Be Completed As A Result Of Monitoring Visits And For Violation(s) of RCW or WAC at Other Visits**
- 5. FLCAs Must Be Discussed, Completed and Signed With Licensee or Designee**

DCYF must distribute the completed FLCA immediately to the provider.

### **6. Children's Names Must Not Be Recorded On FLCAs**

Children's names or other identifying information must not be recorded. Children may be identified by "Child 1" or "Child 2".

### **7. DCYF Must Complete Separate FLCAs**

FLCAs created as a result of a valid complaint cannot contain other non-compliance issues found outside of the allegations or related to the allegations of the intake report. Other non-compliance issues must be addressed on a second inspection report or FLCA.

### **8. DCYF Must Offer Language Assistance During Compliance Process**

DCYF must provide an interpreter free of charge to assist in writing the plan of correction if requested. DCYF may allow the provider to choose an on-site designee, including but not limited to the licensor, to interpret on the provider's behalf.

## **9. DCYF Must Verify Immediate, Serious And Short Term Safety Concerns Are Corrected**

**\*Facility Licensing Compliance Agreement** - means an agreement issued by the department in lieu of the department taking enforcement action against a child care provider that contains: (i) a description of the violation and the rule or law that was violated; (ii) a statement from the licensee regarding the proposed plan to comply with the rule or law; (iii) the date the violation must be corrected; (iv) information regarding other licensing action that may be imposed if compliance does not occur by the required date; and (v) the signature of the licensor and licensee or the licensee's delegate.