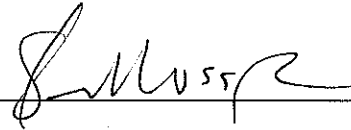


POLICY

Cancels: Compliance Agreement Policy

See also: PRO 10.1.3 RCW 43.216; 110-300; 110-305

Approved by:



POL 10.1.3 MANAGING FACILITY LICENSING COMPLIANCE AGREEMENTS*

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

- 1. DCYF May Complete A FLCA In Lieu Of An Enforcement Action**
- 2. Immediate Safety Concern FLCAs May Be Disputed If Provider Comes Into Compliance During Dispute Process**

Any immediate 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 Approved Designee**

DCYF must distribute the completed FLCA immediately to the early learning provider. A provider may use the DCYF form or sign a written statement to allow a designee to discuss, complete and sign FLCAs for the Licensee.

- 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 discussing and writing the plan of correction if requested. DCYF may allow the early learning provider to choose an on-site designee, including but not limited to the licensor, to interpret on the early learning provider's behalf.

9. DCYF Must Verify Immediate Or 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.