

POLICY

Cancels: POL 10.2.1.T Revoking Licenses
See also: PRO 10.2.1; RCW 43.216; 110-300; 110-305

Approved by:



POL 10.2.1 REVOKING CHILD CARE LICENSES

This policy applies to DCYF revoking child care licenses.

1. Non-Compliance May Lead To Revocation

DCYF will monitor child care facilities for non-compliance with WACs and/or RCWs and take revocation action as needed.

2. License Revocation Must Be Approved By Area Administrator (AA)

Child Care Licensing Administrator (CCLA) may choose at any point to accept voluntary closure in lieu of revocation of license.

3. Revocation Process Becomes Effective Once Early Learning Provider Receives Letter With Proof Of Receipt

A revocation may go in to effect immediately or must be effective no later than 28 calendar days after issuance unless otherwise stated on revocation letter. (Sources [RCW 43.216.327](#) and [WAC 110-03-0030](#)).

4. DCYF Must Allow 28 Calendar Days For Appeal

The early learning provider has 28 calendar days from receipt of revocation letter to file an appeal. If appealed, the revocation will not be implemented until the final order has been entered.

5. License May Be Suspended In Event Of Imminent Danger or Risk To Children

The AA may approve suspension until the revocation process is completed. Suspending a child care license may occur as an interim measure to protect the

health and safety of children. Issuing Suspensions policy and procedure must be followed [10.2.2 POL Issuing Child Care Suspensions](#) and [10.2.2 PRO Issuing Child Care Suspensions](#).

6. DCYF May Revoke A License For Failure to Pay A Fine After Any Appeals Or Failure To Meet Payment Plan

DCYF may revoke a license if a provider fails to pay within 28 calendar days or becomes delinquent in making payments. If provider's license is due for annual compliance, the department may elect not to continue the license in lieu of revocation. Maintaining Non-Expiring Licenses (Annual Compliance) policy and procedure must be followed [10.1.14 POL Maintaining Child Care Non-Expiring Licenses \(Annual Compliance\)](#) and [10.1.14 PRO Maintaining Child Care Non-Expiring Licenses \(Annual Compliance\)](#).

*Imminent danger or risk may include, but is not limited to, environmental or facility problems or incidents that are considered abuse or neglect or child endangerment if the condition remains.