


Department of Early Learning

<b>Policy Title:</b>	10.6.7 Licensing File Consistency Policy		
<b>Procedure:</b>	See Attached		
<b>References:</b>			
<b>Applies To:</b>	Licensing Staff	<b>Contact:</b>	Licensing Oversight Division
<b>Effective Date:</b>	7-15-2014	<b>Review Date:</b>	7-15-2017 <b>Created on:</b> 3/1/09
<b>Reviewed:</b>	<input checked="" type="checkbox"/> RAs <input checked="" type="checkbox"/> SLA <input type="checkbox"/> AD		
<b>Other Review (list)</b>			
<b>Director Approved:</b>			

The Department of Early Learning (DEL) is responsible for licensing activities to ensure that standards of health and safety are present in child care facilities in accordance with the WA state regulations. The term child care facility or child care licensee is used to indicate licensed family child care homes, child care centers and school age programs.

**Purpose**

Standardize the statewide process for the organization of licensing files housed in local field offices. Standardization includes: Contents and organization of the file.

**Policy**

- I. Each field office will adhere to the required content, organization of licensing files as defined in the attached Licensing File Consistency Procedure.
- II. Licensing files will be kept and arranged according to the sections described in the attached procedure.

**Attachments**

- Licensing File Consistency Procedure
- File Section Tabs
- FH File Review Checklist
- Ctr File Review Checklist
- SA File Review Checklist