

PROCEDURE

Cancels: PRO 10.1.12.T Issuing Licenses

See also: POL 10.1.12 (E); TSK 10.1.12A (E); TSK 10.1.12B (E); TSK 10.1.12C (E); RCW 43.216; 110-300; 110-301

Approved by: Travis Hansen

PRO 10.1.12 (E) ISSUING CHILD CARE LICENSES DURING DECLARED EMERGENCIES

- | | |
|-----------------|--|
| Action by: | Action: |
| Support Staff | <ol style="list-style-type: none"> 1. Receives initial license application. <ol style="list-style-type: none"> 1a. If provider is already on initial license, skips to step 3. 1b. If a second staff is assigned for virtual or health and safety verification visit, coordinates visit dates. 2. Reviews and processes application for assignment and gives to Licensor or returns it for completion TSK 10.1.12A (E) Processing License Applications During Declared Emergencies. 3. Sends applicant appropriate copy of Initial Checklist for Applicant. Courtesy Copies (CC) assigned Licensor on email communication. <ol style="list-style-type: none"> 3a. If initial license already issued, sends Initial Checklist to provider for initial to full visit and skips to step 7. |
| Licensor | <ol style="list-style-type: none"> 4. Reviews application, and accompanying documents to verify all meet WAC requirements, and documents into WA Compass within 10 business days. 5. Calls license applicant within five business days of assignment to discuss licensing process and how to conduct a self-inspection. |
| Licensing Staff | <ol style="list-style-type: none"> 6. Ensures initial fire inspection is requested and approval completed by State Fire Marshal (Center or applicable School Age) 10.1.11 Requesting Fire Inspections. |
| Licensor | <ol style="list-style-type: none"> 7. Calls applicant/provider to schedule initial or initial to non-expiring virtual visit and determines platform to be used with provider. The virtual visit could be done through Facetime, or a video conferencing platform such as Zoom, Webex or others. 8. Calls and initiates a virtual visit per TSK 10.1.12B (E) Conducting Child Care Virtual Inspections. |

8a. If initial to non-expiring, **schedules** within 4 months of license issue date.

9. **Documents** compliance verification in WA Compass.

10. **Creates** sub case per WA Compass User Manual.

10a. If there is a different Field Staff** identified to complete the health and safety verification visit, Virtual Staff* **communicates** necessary information with Field Staff and **exits** procedure.

11. **Conducts** health and safety site walk-through to verify compliance per TSK [10.1.12C \(E\) Conducting Emergency Health and Safety Verification Visits](#) to occur per leadership direction surrounding emergency circumstances.

11a. If initial to full, **completes** visit to occur per leadership direction surrounding emergency circumstances.

12. **Communicates** areas of assistance with Virtual Staff.

12a. If Virtual Staff is not the case owner, **skips** to **step 13**.

Support Staff

13. If Center/School Age, **staffs** with Licensor, **creates** invoice *DCYF 15-921 Child Care Provider License Fee Invoice* for remaining license fee due if the capacity is more than 12 children and **sends** to the provider.

Licensor

14. **Determines** if the child care program meets licensing requirements based on:

- Background check clearances
- Licensing history or any enforcement action(s)
- Complete and accurate information on application and accompanying documents
- Inspection results
- Licensing fees paid in full
- Compliance with all WAC and RCW requirements (except items requiring children's presence for initial license only).

14a. If requirements are met, **documents** compliance with WAC a provider note, and **continues** to **step 15**.

14b. If requirements are not met for initial license application due to time constraints, **informs** applicant of DCYF's ability to only approve or deny a license within 90 days and the consequences of a denial. **Informs** applicant they may withdraw and reapply. If applicant withdraws application, **sends** *DCYF 15-928 Application*

Withdrawn Letter to applicant. If any applicant requests their fee be waived when reapplying, Area Administrator approval is required.

14c. If timelines are not met due to inability to meet licensing requirements, **consults** with Supervisor and **skips** to **step 21**.

15. **Completes** and **signs** *DCYF 15-993 File Review at Initial(s) & Non-Expiring Licensure*.

16. **Submits** license for approval (at least 10 business days prior to the 90th day application deadline) in WA Compass and Famlink per WA Compass User Manual and **gives** PDF of license to Supervisor.

Supervisor

17. **Reviews** licensing file (paper and/or in WA Compass, as applicable) to verify completeness and accuracy, and **signs** *DCYF 15-993 File Review at Initial(s) & Non-Expiring Licensure*.

17a. If licensing file is incomplete or inaccurate, **returns** licensing file, license, and *DCYF 15-993 File Review at Initial(s) & Non-Expiring Licensure* to licensor for completion.

18. **Approves** license in WA Compass and Famlink, **signs** license, and **returns** license, *DCYF 15-993 File Review at Initial(s) & Non-Expiring Licensure*, and file to Licensor.

Licensor

19. **Signs** license, and **completes** *DCYF 15-927 Initial License Letter* or *DCYF 15-909 Non-Expiring License Status Letter* and **forwards** to Support Staff for delivery.

19a. If provider is receiving a 3rd or 4th initial license, **signs** letter *DCYF 15-973 Fair Warning Letter* and **forwards** to Support Staff for delivery.

Support Staff

20. If non-expiring, **checks** Financial Services Administration (FSA) to ensure annual licensing fee invoice sent for provider approaching the end of their service year.

20a. If invoice not sent, **sends** *DCYF 15-921 Child Care Provider License Fee Invoice* to provider. Annual fee may be sent out up to 90 days prior to annual fee due date.

20b. If provider invoice duplicate needed, **requests** duplicate invoice from Office of Financial Recovery (OFR) and **sends** to provider.

DENIAL OF A LICENSE

- Licensors 21. If timelines or other licensing concerns have not been met, **discusses** with Supervisor.
- Supervisor 22. **Consults** with Area Administrator whether to proceed with denial.
22a. If denial approved, **notifies** Licensors.
22b. If denial not approved, **develops** alternate licensing plan.
- Licensors 23. **Completes** any notes needed for the denial in WA Compass and **notifies** Supervisor.
- Supervisor 24. **Notifies** Legal Letter Specialist(s) and AAG that a denial is needed and **schedules** a meeting to discuss. The Area Administrator (AA) may participate in the meeting as needed.
24a. If denial is approved, **skips to step 27**.
24b. If denial is not approved, **develops** alternate plan with Licensors.
- Legal Letter Specialist 25. **Sends** any needed documentation to the Legal Letter Specialist that is not in WA Compass.
26. **Completes** letter *DCYF 09-182 Denial of Application for Child Care License – Not Presently Licensed* or *DCYF 09-183 Denial of Application for a Non-Expiring Child Care License* and **sends** to Licensors, Supervisor and AA.
- Licensors Supervisor and AA 27. **Reviews** denial letter for accuracy.
27a. If changes needed, **sends** to Legal Letter Specialist until accurate.
27b. If no changes needed, **communicates** to Legal Letter Specialist that no changes are needed.
- Legal Letter Specialist 28. **Sends** to AAG for review.
29. **Sends** final to Supervisor
- Supervisor 30. **Signs** denial letter and **gives** to Licensors or Support Staff for delivery.
- Licensing Staff 31. **Distributes** denial letter by certified mail with return receipt or **hand delivers** with proof of receipt *DCYF 15-903 Declaration of Personal Service* to early learning or school-age program. **Documents** in mail tracking system and **sends** copies to letter distribution list.

32. **Documents** decision related to the application/license denial in WA Compass within 10 business days of delivery.

*A Virtual Staff is a person who completes the virtual visit.

** A Field Staff is a person who completes on-site inspections.

Note: One staff person may do one or both parts of the virtual visit and on-site inspections.