

# PROCEDURE

Cancels: PRO 10.1.19.T Managing Early Learning Program Moves

See also: POL 10.1.19 (E); RCW 43.216; 110-300; 110-301

Approved by: Travis Hansen

## PRO 10.1.19 (E) MANAGING EMERGENCY CHILD CARE PROGRAM MOVES

Action by:	Action:
Licensors	<ol style="list-style-type: none"> <li>1. <b>Receives</b> notice that early learning or school-age program will be moving.               <ol style="list-style-type: none"> <li>1a. If family home provider move, immediately <b>sends</b> Initial Checklist for Applicants and <b>initiates</b> call to provide guidance and <b>determines</b> the platform to be used for the virtual visit.</li> <li>1b. If early learning or school-age program moves without notice, <b>consults</b> Supervisor about closing license and <b>documents</b> in WA Compass. <b>Skips to step 17.</b></li> <li>1c. If a center or school-age program, <b>coordinates</b> closure dates and potential new inspection.</li> </ol> </li> </ol>
Licensing Staff	<ol style="list-style-type: none"> <li>2. <b>Requests</b> new application and fee* with new address per WA Compass User Manual.</li> <li>3. <b>Processes</b> new application from early learning or school-age program and <b>forwards</b> for assignment.               <ol style="list-style-type: none"> <li>3a. If center or school-age Program, <b>follows</b> <a href="#">10.1.12 (E) PRO Issuing Child Care Licenses During Declared Emergencies</a> for new license and <b>exits procedure.</b></li> </ol> </li> </ol>
Supervisor	<ol style="list-style-type: none"> <li>4. <b>Assigns</b> application to Licensors.</li> </ol>
Licensors	<ol style="list-style-type: none"> <li>5. <b>Follows</b> <a href="#">10.1.12 (E) PRO Issuing Child Care Licenses During Declared Emergencies</a> for new license.</li> <li>6. <b>Conducts</b> announced virtual visit per <a href="#">10.1.12B (E) TSK Conducting Virtual Monitoring</a> Visits to discuss Initial Checklist for Applicants.</li> <li>7. <b>Completes</b> announced visit Health and Safety Verification walk through within 2 weeks of a family home early learning program physical move date.</li> </ol>

8. **Consults** with Supervisor to determine license type, if necessary.

A provider will be issued a non-expiring license unless an initial is needed. An initial license may be **issued** when:

- Children are not in care during visit
- Non-compliance issues are not completed within two weeks
- A safety plan is needed

If serious health or safety issues are present, **consults** with Supervisor the potential denial of application.

9. **Submits** license changes per WA Compass User Manual.

Supervisor

10. **Approves** license changes per WA Compass User Manual.

Licensors

11. **Submits** license to Supervisor.

Supervisor

12. **Signs** and **gives** license to Licensing Staff.

Licensing Staff

13. **Scans** and **sends** license to Child Care Aware.

14. **Submits** *DSHS 06-097 Provider File Action Request (PFAR)* for address change.

15. **Copies** and **files** license in licensing file.

16. **Sends** license to early learning or school-age program.

#### **CLOSURE OF LICENSE STEPS**

Licensors

17. **Submits** closure in WA Compass and FamLink to Supervisor.

Supervisor

18. **Approves** and **documents** closure in WA Compass and FamLink.

19. **Completes** *DCYF 15-843 Moved Without Proper Notification or Application – Notice of Closed License* letter and **forwards** to Support Staff for delivery.

\* Pursuant SB 5151, DCYF is not collecting child care licensing fees between July 1, 2021 and June 30, 2023.