

PROCEDURE

Cancels: PRO 10.1.19.T Managing Early Learning Program Moves

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

Approved by: Travis Hansen

PRO 10.1.19 MANAGING CHILD CARE PROGRAM MOVES

Action by:	Action:
Licensors	<ol style="list-style-type: none"> 1. Receives notice that early learning or school-age program will be moving. <ol style="list-style-type: none"> 1a. If early learning or school-age program moves without notice, consults Supervisor about closing license and documents in WA Compass. Skips to step 15. 1b. If a center or school-age program, coordinates closure dates and potential new inspection.
Licensing Staff	<ol style="list-style-type: none"> 2. Requests new application and fee* with new address per WA Compass User Manual. 3. Processes new application from early learning or school-age program and forwards for assignment. <ol style="list-style-type: none"> 3a. If Center or School Age Program, follows 10.1.12 PRO Issuing Child Care Licenses for new license and exits procedure.
Supervisor	<ol style="list-style-type: none"> 4. Assigns application to Licensors.
Licensors	<ol style="list-style-type: none"> 5. Conducts announced inspection and completes the full checklist within 2 weeks of a family home early learning program physical move date. 6. Consults with Supervisor to determine license type, if necessary. <p>A provider will be issued a non-expiring license unless an initial is needed. An initial license may be issued when:</p> <ul style="list-style-type: none"> • 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.

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| Supervisor | 7. Submits license changes per WA Compass User Manual. |
| Licensors | 8. Approves license changes per WA Compass User Manual. |
| | 9. Submits paper license to Supervisor. |
| Supervisor | 10. Signs and gives paper license to Licensing Staff. |
| Licensing Staff | 11. Scans and sends license to Child Care Aware. |
| | 12. Submits <i>DSHS 06-097 Provider File Action Request (PFAR)</i> for address change. |
| | 13. Copies and files license in licensing file. |
| | 14. Sends original paper license to early learning or school-age program. |

CLOSURE OF LICENSE STEPS

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| Licensors | 15. Submits closure in WA Compass and Famlink to Supervisor. |
| Supervisor | 16. Approves and documents closure in WA Compass and Famlink. |
| | 17. Completes <i>DCYF 15-843 Moved Without Proper Notification or Application – Notice of Closed License</i> 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.