

# PROCEDURE

Cancels: NEW

See also: POL 10.1.20; RCW 43.216; 110-300; 110-301; 110-300E

Approved by: Luba Bezborodnikova

## PRO 10.1.20 MAINTAINING ACTIVE AND INACTIVE CHILD CARE LICENSING STATUS

- |               |   |
|---------------|---|
| Action by:    | Action:   |
| Licensors     | <ol style="list-style-type: none"><li>1. <b>Receives verbal or written</b> notification from early learning, school-age, or outdoor nature-based provider that program is temporarily closing for more than 30 days and <b>ensures</b> notification includes:<ul style="list-style-type: none"><li>• The date the provider will cease operating</li><li>• Reason(s) why the provider is closing and on inactive status</li><li>• A projected date the provider will reopen</li></ul></li><li>2. <b>Notifies</b> Supervisor of the inactive status notification.</li><li>3. <b>Completes</b> and <b>sends</b> letter <i>DCYF 15-934 Inactive Child Care Status Notification – Confirmation</i> to provider. <b>Places</b> copy of letter in licensing file.</li><li>4. <b>Updates</b> operating status to “not active” per WA Compass User Manual within 5 business days and <b>documents</b> in observation note.</li><li>5. <b>Informs</b> Support Staff of inactive status.</li></ol> |
| Support Staff | <ol style="list-style-type: none"><li>6. <b>Sends</b> PFAR with inactive status to <a href="mailto:ProviderFileUnit@dshs.wa.gov">ProviderFileUnit@dshs.wa.gov</a>.</li><li>7. <b>Notifies</b> DCYF child care subsidy program, USDA Child and Adult Care Food Program (CACFP), Early Achievers, ECEAP, Head Start Grantee and Child Care Aware of Washington of the voluntary inactive status, as applicable.</li></ol>   |
| Licensors     | <ol style="list-style-type: none"><li>8. <b>Suspects</b> provider may be doing care without notifying DCYF and <b>staffs</b> need for site visit with Supervisor.<ol style="list-style-type: none"><li>8a. If no site visit is needed, <b>skips</b> to <b>step 10</b>.</li></ol></li><li>9. <b>Conducts</b> a site visit.</li></ol>   |

9a. If provider is doing care without notifying DCYF, the site visit may be used as a monitoring visit.

9b. If the provider is not doing care, **leaves** site and **continues** to **step 10**.

10. **Receives** notice that provider is reopening.

10a. If verbal, **informs** provider that notification to reopen must be in writing.

11. **Updates** operating status to “active” per WA Compass User Manual and **notifies** provider and Support Staff, and **documents** in observation note.

Support Staff

12. **Sends** PFAR with active status to [ProviderFileUnit@dshs.wa.gov](mailto:ProviderFileUnit@dshs.wa.gov).

13. **Notifies** and **updates** DCYF child care subsidy program, USDA Child and Adult Care Food Program (CACFP), Early Achievers, ECEAP, Head Start Grantee and Child Care Aware of Washington of re-activation, as applicable.

Licensors

14. **Completes** and **sends** letter *DCYF 15-936 Return to Active Child Care Status* to provider. **Places** copy of letter in licensing file.

15. **Conducts** site visit within 10 business days after receipt of provider’s written notification to reopen.

15a. If provider monitoring visit is due, the site visit may be used as a monitoring visit. If children are not in care the monitoring visit may be initiated with the expectation that the Licensors must return within 30 calendar days to observe the program with children present.

15b. If provider monitoring visit is not due, the visit will be a walk through for compliance with health and safety requirements.

16. **Consults** with Supervisor the outcome of the site visit.