

PROCEDURE

Cancels: NEW

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

Approved by: Travis Hansen

PRO 10.1.20 MAINTAINING ACTIVE AND INACTIVE CHILD CARE LICENSING STATUS

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| Action by: | Action: |
| Licensors | <ol style="list-style-type: none">1. Receives request from early learning or school-age program to be placed on inactive status and ensures request includes:<ul style="list-style-type: none">• The date the provider will cease operating• Reason(s) why the provider is requesting inactive status• A projected date the provider will reopen<ol style="list-style-type: none">1a. Provider may use form <i>DCYF 15-971 Request for Inactive Child Care Status</i>, but this form is not required.2. Consults with Supervisor the inactive status request. |
| Supervisor | <ol style="list-style-type: none">3. Approves or disapproves inactive request and documents decision in WA Compass within 10 business days.<ol style="list-style-type: none">3a. If disapproved, develops alternate plan with Licensors. |
| Licensors | <ol style="list-style-type: none">4. Completes and sends letter <i>DCYF 15-934 Inactive Child Care Status Request – Approval</i> or <i>DCYF 15-935 Inactive Child Care Status Request – Disapproval</i> to early learning provider. Places copy of letter in licensing file.5. Updates operating status to “not active” per WA Compass User Manual within 5 business days.6. Informs Support Staff of inactive status. |
| Support Staff | <ol style="list-style-type: none">7. Sends PFAR with inactive status to ProviderFileUnit@dshs.wa.gov.8. Notifies 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. |

- Licensors
9. **Suspects** provider may be doing care without notifying DCYF and **staffs** need for site visit with Supervisor.
 - 9a. If no site visit is needed, **skips** to **step 11**.
 10. **Conducts** a site visit.
 - 10a. If provider is doing care without notifying DCYF, the site visit may be used as a monitoring visit.
 - 10b. If the provider is not doing care, **leaves** site and **skips** to **step 11**.
 11. **Receives** notice that provider wants to reopen.
 - 11a. If verbal, **informs** provider that notification to reopen must be in writing.
 12. **Updates** operating status to “active” per WA Compass User Manual and **notifies** provider and Support Staff.
- Support Staff
13. **Sends** PFAR with active status to ProviderFileUnit@dshs.wa.gov.
 14. **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
15. **Completes** and **sends** letter *DCYF 15-936 Return to Active Child Care Status* to provider. **Places** copy of letter in licensing file.
 16. **Conducts** site visit within 10 business days after receipt of provider’s written notification to reopen.
 - 16a. 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.
 - 16b. If provider monitoring visit is not due, the visit will be a walk through for compliance with health and safety requirements.

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