

# PROCEDURE

Cancels: NEW

See also: POL 10.1.31; TSK 10.1.31; RCW 43.216; 110-300; 110-301

Approved by: Travis Hansen

## PRO 10.1.31 TRANSFERRING CHILD CARE LICENSES

- |                 |  |
|-----------------|--|
| Action by:      | Action:  |
| Licensing Staff | <ol style="list-style-type: none"> <li>1. <b>Receives</b> notice that early learning or school-age program is interested in transferring a license.             <ol style="list-style-type: none"> <li>1a. If current early learning or school-age program is uninterested in transfer, <b>refers</b> new provider to the regular application process.</li> <li>1b. If early learning or school-age program submits <i>15-853 Intent to Transfer Child Care License or Certification</i>, <b>skips to step 3</b>.</li> </ol> </li> <li>2. <b>Informs</b> interested party that current provider must submit <i>15-853 Intent to Transfer Child Care License or Certification</i> before an application will be offered to a prospective new owner and processed.</li> </ol>  |
| Support Staff   | <ol style="list-style-type: none"> <li>3. <b>Receives</b> <i>15-853 Intent to Transfer Child Care License or Certification</i> from current provider and <b>uploads</b> into WA Compass per User Manual.</li> <li>4. <b>Sends</b> <i>15-854 Application for Transfer of a Child Care License or Certification</i> to prospective licensee.</li> <li>5. <b>Receives</b> <i>15-854 Application for Transfer of a Child Care License or Certification</i> from prospective licensee.</li> <li>6. <b>Reviews, uploads and processes</b> application per <a href="#">TSK 10.1.31 Processing Child Care Transfer License Applications</a> and <b>gives</b> to Licensor.             <ol style="list-style-type: none"> <li>6a. If application is not complete, <b>returns</b> it to applicant for completion.</li> </ol> </li> </ol> |
| Licensor        | <ol style="list-style-type: none"> <li>7. <b>Reviews</b> application and accompanying documents to verify all meet application and WAC requirements.             <ol style="list-style-type: none"> <li>7a. If document does not meet application and WAC requirements, <b>communicates</b> with applicant about needed corrections and resubmission of document.</li> </ol> </li> </ol>   |

8. **Determines** if program is in good standing by reviewing history since last monitoring visit for any of the following:

- Valid complaints
- History of noncompliance related to those valid complaints or pending from prior monitoring visits.
- Other information that when evaluated would result in a finding of noncompliance in RCW 43.216.305 (Annual Compliance, background checks, fees and overdue fine payments)

**Considers** any history of pending (not yet corrected) noncompliance issues from prior monitoring visits in determination of good standing.

9. **Requests** *15-979 Declaration of Items in Unlicensed Space (FH) if applicable* and **sends** *DCYF 15-849 Application for Transfer of Child Care License Received* to applicant.

10. **Schedules** and **completes** walk-through to ensure licensed physical indoor and outdoor space remains or is enhanced as last observed by licensing staff.

10a. If program has made changes without prior required notification to DCYF, **completes** inspection report and **discusses** changes with Supervisor to determine if transfer will continue. **Reviews** and **staffs** with Supervisor to determine if an early learning or school-age program and applicant meets transfer licensing requirements pursuant to License Transfer WACs 110-300-0011 or 110-301-0411:

- Background check clearances
- Licensing history or any enforcement action(s)
- Complete and accurate information on application and accompanying documents
- Annual compliance elements are current
- Overdue fine payments
- Compliance with all WAC and RCW requirements pertaining to applicant

10b. If requirements are met, **documents** compliance with WAC in a provider note, and **continues to step 11**.

10c. If requirements are not met for transfer license 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 in writing or email and reapply. If applicant withdraws application, **sends** *DCYF 15-850 Withdrawn Application For Transfer of Child Care License to applicant and licensee* and **follows** WA Compass User Manual withdrawal steps.

10d. If a current early learning or school-age program withdraws their interest in a transfer license, **sends** *DCYF 15-850 Withdrawn Application For Transfer of Child Care License* to applicant and licensee.

10e. If provider is unable to meet licensing requirements, **consults** with Supervisor and **skips to step 16**.

11. **Reviews** transfer license in WA Compass and Famlink per WA Compass User Manual, and **prints** amended paper license.

12. **Gives** paper license and letter *DCYF 15-848 Transfer of Child Care License Approved* to the Supervisor at least 10 business days prior to 90<sup>th</sup> day application deadline.

13. **Documents** licensing activities within 10 business days in WA Compass.

14. **Approves** transfer license, **signs** paper license and **ensures** it is mailed to transfer applicant with *DCYF 15-848 Transfer of Child Care License Approved* and a copy of *DCYF 15-848 Transfer of Child Care License Approved* is mailed to the current provider.

15. **Approves** amended/modified license in FamLink and **documents** in WA Compass within 10 business days.

Supervisor

## DENIAL OF A TRANSFER LICENSE

Licensors

16. If 90-day licensing deadline or other licensing concerns have not been met, **discusses** with Supervisor.

Supervisor

17. **Consults** with Area Administrator whether to proceed with denial.

17a. If denial approved, **notifies** Licensors.

- 17b. If denial not approved, **develops** alternate licensing plan.
- Licensors 18. **Completes** any notes needed for the denial in WA Compass and **notifies** Supervisor.
- Supervisor 19. **Notifies** Legal Letter Specialist(s), AAG, Child Care Policy Manager that a denial is needed and **schedules** a meeting to discuss. The Area Administrator(AA) may participate in the meeting as needed.
- 19a. If denial is approved, **skips to step 20**.
- 19b. If denial is not approved, **develops** alternate plan with Licensors.
20. **Emails** any needed documentation to the Legal Letter Specialist that is not in WA Compass.
- Legal Letter Specialist 21. **Completes** letter *DCYF 09-196 Denial of Application for Transfer of Child Care License* for applicant and **sends** to Licensors, Supervisor and AA.
- Supervisor 22. **Reviews** denial letter for accuracy.
- 22a. If changes needed, **sends** to Legal Letter Specialist until accurate.
- 22b. If no changes needed, **communicates** to Legal Letter Specialist that no changes are needed.
- Legal Letter Specialist 23. **Sends** to AAG for review.
24. **Sends** final to Supervisor.
- Supervisor 25. **Signs** denial letter, **creates** *DCYF 15-847 Notice to Licensee – Denied Application for Transfer of Child Care License* and **gives** to Licensors or Support Staff for delivery.
- Licensing Staff 26. **Distributes** both letters by certified mail with return receipt or **hand delivers** with proof of receipt DCYF 15-903 Declaration of Personal Service. **Documents** in mail tracking system and **sends** copies to letter distribution list.
27. **Follows** WA Compass User Manual withdrawal steps.

Licensors

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