

PROCEDURE

Cancels: NEW

See also: POL 10.2.11 (E); RCW 43.216; 110-300; 110-301

Approved by: Travis Hansen

PRO 10.2.11 (E) MANAGING EMERGENCY CHILD CARE WAIVER REQUESTS

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| Action by: | Action: |
| Licensor | <ol style="list-style-type: none"> 1. Receives interest from an early learning or school-age provider about an emergency waiver. 2. Directs the provider to DCYF website to obtain <i>15-868 Emergency Waiver Request Form</i> or sends the form to the provider. 3. Receives completed <i>15-868 Emergency Waiver Request Form</i> from provider, and reviews for completeness and, if applicable, for meeting current Department of Health recommendations for child care facilities. <ol style="list-style-type: none"> 3a. If request is incomplete or does not meet DOH recommendations, contacts provider for additional information. 3b. If provider supplies additional information for request form, skips to step 4. 3c. If provider changes mind about submission of waiver request, returns unprocessed request form to provider and exits this procedure. 4. Forwards completed <i>15-868 Emergency Waiver Request Form</i> to Supervisor. |
| Supervisor | <ol style="list-style-type: none"> 5. Reviews and signs completed <i>15-868 Emergency Waiver Request Form</i>. 6. Forwards completed <i>15-868 Emergency Waiver Request Form</i> to Area Administrator. |
| Area Administrator | <ol style="list-style-type: none"> 7. Reviews and signs completed <i>15-868 Emergency Waiver Request Form</i>. 8. Forwards completed <i>15-868 Emergency Waiver Request Form</i> to Child Care Licensing Administrator and to Senior Licensing Administrator. |
| Senior Licensing | <ol style="list-style-type: none"> 9. Reviews and signs <i>15-868 Emergency Waiver Request Form</i> to approve or disapprove request. |

Administrator
or Designee

10. **Returns** signed *15-868 Emergency Waiver Request Form* to provider.
11. **Sends** copy of signed *15-868 Emergency Waiver Request Form* to Area Administrator, Supervisor, and Licensor, if known.

Licensor

12. **Documents** emergency waiver decision into WA Compass per User Manual.