

PROCEDURE

Cancels: NEW

See also: POL 10.2.12; RCW 43.216; 110-300

Approved by: Luba Bezborodnikova

PRO 10.2.12 MANAGING FAMILY HOME CAPACITY OF 13+ WAIVER REQUESTS

Action by:

Action:

Licensor

1. **Receives** interest from Family Home provider about a waiver for 13+ total children and **informs** that the request must be submitted via WA Compass Provider Portal or submitted via *DCYF 15-839 Family Home Capacity of 13+ Waiver Request*.
 - 1a. If provider already submitted waiver request via Portal, **continues to step 2**.
 - 1b. If unable to submit via Portal, sends *DCYF 15-839 Family Home Capacity of 13+ Waiver Request* to provider. **Receives** and **enters** information from paper form per WA Compass User Manual and **continues to step 2**.
 - 1c. If any supporting documents are received, **uploads** any in Exception Case per WA Compass User Manual as needed.
2. **Reviews** *DCYF 15-839 Family Home Capacity of 13+ Waiver Request* in WA Compass for accuracy and completeness per WA Compass User Manual. **Staffs** with Supervisor to determine if visit is necessary to verify information on waiver request. The visit may be virtual or in-person.
 - 2a. If all required information is present, **documents** and **submits** for approval to Internal Review Committee in WA Compass.
 - 2b. If all required information is not present, **follows** recall and resubmission steps in WA Compass User Manual and **notifies** provider of missing information.
 - 2c. If a Licensor doesn't submit the Waiver request in WA Compass within 14 calendar days, WA Compass will submit to Internal Review Committee for review.

Internal Review
Committee
Coordinator

3. **Discusses** request with Internal Review Committee
4. **Approves** or **rejects** waiver in WA Compass within 15 business days of receipt from Licensor.

4a. If paper process, **fills out** and **sends** *DCYF 15-717 Family Home Child Care Capacity of 13+ Waiver Decision* and uploads into WA Compass per User Manual.

Licensors

5. **Completes** and **documents** the request and outcome details per WA Compass User Manual within 10 business days.

Rescinding Family Home Capacity of 13+ Waiver:

Licensors

6. **Finds** a violation of an approved capacity waiver, **documents** on inspection report, and **discusses** with Supervisor.

6a. If alternate plan needed, **communicates** plan with provider and **exits** this procedure.

Supervisors

6b. If rescission needed, **staffs** with Area Administrator and **continues** to **step 7**.

Licensors

6c. If a provider voluntarily wants to stop their waiver, **approves** closure of waiver per WA Compass User Manual, and **documents** the outcome details in WA Compass within 10 business days.

7. **Approves** rescission of waiver in WA Compass per WA Compass User Manual.

7a. If paper process, **fills out** and **sends** *DCYF 15-719 Rescission of Family Home Capacity 13+ Waiver* to the provider via WA Compass.

7b. If rescission is not approved, **continues** to **step 8**.

8. **Completes** and **documents** the outcome details per WA Compass User Manual within 10 business days.