

PROCEDURE

Cancels: NEW

See also: POL 10.2.9; RCW 43.216; 110-300; 110-301

Approved by: Travis Hansen

PRO 10.2.9 MANAGING VARIANCE REQUESTS

Action by:

Action:

Licensor

1. **Receives** interest from early learning or school-age provider about a variance and **encourages** that the request is submitted via portal. If request is for multiple early learning or school-age programs, **requests** provider submits a request in WA Compass for each requested site via portal.

- 1a. If provider already submitted variance request via portal, **skips to step 4.**

- 1b. If not submitted via portal, **enters** information from paper form per WA Compass User Manual.

Panel Review
Coordinator

- 1c. If provider **requests** variance directly to Panel Review Coordinator, **directs** provider to submit *DCYF 15-957 Child Care Variance Request* via portal.

Licensor

2. **Discusses** with the provider:
 - If variance or waiver is best fit for request
 - If request impacts multiple early learning or school-age programs
 - If request is identical to previously approved variance connected to early learning or school-age program
 - If duplicate request is needed for multiple licensing offices
3. **Reviews** *DCYF 15-957 Child Care Variance Request* via portal and reviews for accuracy and completeness. **Forwards** any supporting documentation to Panel Review Coordinator.
 - 3a. If all required information is present, **submits** for approval to Panel Review Coordinator in WA Compass.
 - 3b. If all required information is not present, **requests** extension per WA Compass User Manual. If a provider doesn't respond within 10 calendar days, **skips to step 4** and **rejects** variance for insufficient supporting information.

Panel Review
Coordinator

4. **Discusses** variance request with Supervisor.
5. **Reviews** and **analyzes** variance request.
 - 5a. If additional information is needed, **communicates** with requestor.
 - 5b. If any enforcement action present, **places** variance request for specific site only on hold per WA Compass User Manual until resolved.

Child Care
Review
Committee

6. **Approves** or **Rejects** variance in WA Compass within 30 business days of receipt.
 - 6a. If extension needed, **places** variance request on “extension” per WA Compass User Manual until resolved.
7. **Fills out** and **sends** *DCYF 15-923 Child Care Variance Decision* via WA Compass.
8. **Documents** the request and outcome details in WA Compass within 10 business days.
 - 8a. If a provider disputes a variance disapproval, **forwards** any supporting documentation to CCLA or Designee and **continues** to **step 9**.

CCLA or
Designee

9. **Receives** *DCYF 15-958 Dispute of Child Care Variance Decision* via *portal*.
10. **Approves** or **Rejects** variance dispute within 15 business days of receipt in WA Compass.
 - 10a. If extension needed, **places** variance request on “extension” per WA Compass User Manual until resolved.
11. **Fills out** and **sends** *DCYF 15-925 Child Care Variance Dispute Decision* to provider via WA Compass.
12. **Documents** the request and outcome details in WA Compass within 10 business days.

Violation of a Variance:

Licensors

13. **Finds** a violation of an approved variance, **documents** on inspection report, and **discusses** with Supervisor.

13a. If alternate plan needed, **communicates** plan with provider and the person who originally requested the variance. If provider voluntarily decides to opt out of variance, **rescinds** variance and **skips** to **step 14a**.

Supervisor

13b. If rescission needed, **staffs** with Area Administrator.

14. **Approves** or **Disapproves** rescission of variance per WA Compass User Manual.

14a. If rescission approved, **sends** *DCYF 15-924 Rescission of Child Care Variance* via certified mail, and **sends** copy to Panel Review Coordinator.

15. **Documents** the request and outcome details in WA Compass within 10 business days.