

TASK OUTLINE

Cancels: NEW

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

Approved by: Travis Hansen

TSK 10.1.31 PROCESSING LICENSE TRANSFER APPLICATIONS

After receiving the child care license transfer application, the **Support Staff**:

1. **Reviews** the application for completeness and **processes** within 5 business days unless approved by a Supervisor. A completed application, includes:
 - Completed and signed application forms (Forms 15-853 and 15-854: these will be uploaded into WA Compass)
 - Certificate of attending orientation (completed up to 12 months prior to application submission date)
 - A Washington state business license or a tribal, county, or city business or occupation license, if applicable
 - Proof of liability insurance, if applicable
 - Certificate of incorporation, partnership agreement or similar, if applicable
 - Copy of applicant's current government issued photo ID
 - Copy of applicant's Social Security Card or sworn declaration stating applicant doesn't have one
 - Resume for applicant
 - Employee Identification number, if applicant plans to hire staff
 - Applicant's employment and education verification – copy of diploma, transcripts, or sworn declaration stating that the applicant cannot verify education requirements
 - For school-age program applicant only: three letters of professional reference each for the applicant, director, and site coordinator

In addition, if the applicant is changing or updating the originally licensed child care program operations, physical indoor or outdoor environment, a complete application packet must also include:

- A resume for newly hired person filling any of these positions:
 - Family Home: lead teacher
 - Child Care Center: director, assistant director, program supervisor
 - School-Age Program: program director and site director

- A simple sketch of the floor plan, including use of proposed licensed and unlicensed space, with identified emergency exits and emergency exit pathways, if physical environment is changing
 - Parent and program policies, if changing
 - Staff policies, if changing
 - Emergency preparedness plan, if changing
 - Health policies, if changing
- 1a. If processing an application packet and it is complete, **continues** to **step 2**.
- 1b. If processing a paper application that is not complete, **sends** *DCYF 15-851 Incomplete Application For Transfer of Child Care License* and any submitted items to the applicant and **exits** this procedure.
2. **Enters** application information into FamLink and WA Compass within five business days of date received per WA Compass User Manual. This starts the 90-day application window. **Uploads*** application form, *15-853 Intent to Transfer Child Care License or Certification, State Fire Marshal Forms, Certificate of Occupancy and floor plan* into WA Compass per WA Compass User manual.
- 2a. If all required items are received, **places** all other items not uploaded into hard copy file.
3. **Documents** in WA Compass that the completed application was received within 10 business days.
4. **Submits** *DSHS 06-097 Provider File Action Request (PFAR)* to request a new SSPS number if applicable.
5. **Notifies** assigned Licensor that application is ready for review, and **reminds** Licensor to complete and send applicant *DCYF 15-849 Application for Transfer of Child Care License Received*.

*Uploads – This process requires documents to be scanned to computer desktop, uploaded into WA Compass and deleted from the desktop after upload.