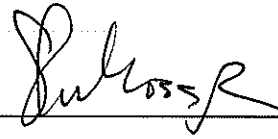


## POLICY

Cancels: 10.2.7.T Assessing Civil Monetary Penalties  
See also: PRO 10.2.7.; RCW 43.216; 110-300; 110-305

Approved by:



### **POL 10.2.7 ASSESSING CIVIL MONETARY PENALTIES (FINES)**

This policy applies to DCYF staff assessing fines to licensed and unlicensed early learning programs.

#### **1. DCYF Staff Must Notify Early Learning Programs Of DCYF's Authority To Assess A Fine**

Authority to assess a fine will be delivered in writing via:

- Inspection report (licensed); or
- *DCYF 15-976 Inquiry to Potentially Unlicensed Child Care Provider* (unlicensed).

#### **2. DCYF Staff Will Communicate Procedure For Fines And Responsibilities To Early Learning Programs As Appropriate**

#### **3. DCYF May Assess A Fine On Early Learning Programs Including:**

- Licensed early learning programs for any violation of the WAC and RCW.
- Unlicensed early learning programs not exempt from licensing in RCW 43.216.010.

#### **4. Fines May Be Assessed At The Same Time As Other Enforcement Actions**

#### **5. Fines May Not Exceed:**

- **\$150.00 Per Day, Per Violation, For A Family Home (Licensed or Unlicensed)**
- **\$250.00 Per Day, Per Violation, For A Center or School Age (Licensed or Unlicensed)**

Example: DCYF verifies 14 total children present for a Family Home provider with a capacity of 12 total children. If a civil penalty is assessed for this violation only, the total fine will be \$150.00. The provider will not be fined \$300.00 for having two children over capacity. Higher fines may be applied if the provider has been in violation for multiple days per their admission or with department collected documentation. Violations in previous years will not be used in counting up civil penalty amount.

**6. DCYF Staff Must Use Fine Letters For Assessing Fines Including:**

- *DCYF 15-978 Notice of Imposition of Civil Penalties on Licensed Child Care;* or
- *DCYF 15-979 Notice of Imposition of Civil Penalties on Unlicensed Child Care*

**7. DCYF May Reduce Or Withdraw A Fine If Compliance Is Met**

A fine may be reduced or withdrawn if an early learning provider comes into compliance during the notification period.