

PROCEDURE

Cancels: Child Care Certification Procedure

See also: POL 10.1.30; RCW 43.216; 110-300; 110-301

Approved by: Travis Hansen

PRO 10.1.30 CERTIFYING TRIBAL PROGRAMS AND PAYMENT ONLY

Action by:	Action:
Licensing Staff	<ol style="list-style-type: none">1. Receives interest from tribal early learning or school-age program for certification.2. Notifies the Office of Tribal Relations of interest in Certification for Payment Only.
Office of Tribal Relations	<ol style="list-style-type: none">3. Requests letter from tribal Chair/Chief be sent to DCYF Secretary and Office of Tribal Relations-The letter must include:<ul style="list-style-type: none">• A statement that the program is licensed, certified or approved by the tribe.• A copy of the tribes approved (Administration for Children and Families) ACF CCDF Plan or licensing standards used by the tribe.
Secretary or designee	<ol style="list-style-type: none">4. Reviews submitted material, and if appropriate approves and signs approval letter and/or sends letter explaining the need for additional material or the denial.5. Ensures a copy of letter and licensing standards received from the tribe is kept at DCYF State Office and sends to Office of Tribal Relations.
Office of Tribal Relations	<ol style="list-style-type: none">6. Sends documents to LD Tribal Specialist.
LD Tribal Specialist	<ol style="list-style-type: none">7. Creates a provider account in WA Compass/ licensing file for certification documents.8. Documents certification request in WA Compass.

9. **Submits** a Provider File Action Request (PFAR) [DCYF 06-0970 Provider File Action Request](#) to Providerfileunit@dshs.wa.gov to request a SSPS number.
10. **Receives** SSPS number and **document** on Subsidy Verification Form.
11. **Creates** [DCYF 15-983 FH Certification for Payment Only](#), [DCYF 15-987 Child Care Center Certification for Payment Only](#) or [DCYF 15-991 School-Age Certification for Payment Only](#) and sends to Supervisor.
12. **Sends** signed certification for payment only to tribal early learning or school-age program.