

PROCEDURE

Cancels: POL 10.1.7.T Managing Nonreferral Status

See also: POL 10.1.7; RCW 43.216.325(4); 110-300; 110-301

Approved by: Travis Hansen

PRO 10.1.7 MANAGING CHILD CARE NONREFERRAL STATUS

Action by:

Action:

Licensing Staff

1. **Determines** if early learning or school-age provider will be placed on Nonreferral Status.

1a. If provider's license is:

- Suspended
- Suspended and revoked
- Revoked
- Placed on Inactive Status
- Placed on a voluntary probationary license where Nonreferral is a condition of the agreement
- Voluntarily requested Nonreferral Status

Skips to step 3.

1b. If an early learning or school-age program staff is subject to a LD/CPS

investigation or failed or refused to come into compliance with RCW or WAC and may need Nonreferral Status, **consults** with Supervisor.

Supervisor

2. **Approves** or **disapproves** Nonreferral Status and **notifies** Licensor of the outcome.

2a. If not approved, **develops** alternative plan with Licensor.

Licensing Staff

3. **Prepares** letter *DCYF 09-177 Notice of Nonreferral Status* or *DCYF 15-915 Notice of Voluntary Nonreferral Status*.

4. **Delivers** Nonreferral letter.

4a. If *DCYF 09-177 Notice of Nonreferral Status*, **delivers** via one of these methods:

- Hand delivered with form *DCYF 15-903 Declaration of Personal Service*
- An authorized process server, with approval from Supervisor/RA
- Certified mail

4b. If *DCYF 15-915 Notice of Voluntary Nonreferral Status*, **delivers** via one of these methods:

- Regular mail
- Hand delivered
- Email

5. **Enters** Nonreferral Status in provider account in WA Compass per WA Compass User Manual within three business days.

6. **Enters** note in WA Compass within 10 business days.

Support Staff

7. **Notifies** SSPS ProviderFileUnit@dshs.wa.gov that no new referrals should be made and **notifies** local Child Care Aware within three business days.

7a. If a part of a probationary agreement, **notifies** SSPS that subsidy payments may continue but no new authorizations will be granted.

7b. If nonreferral is voluntary without probation and remains active, **notifies** Child Care Aware only within three business days.

Licensors

8. **Receives** notice that provider's license enforcement action is rescinded, lifted, a settlement is reached or **receives** a request to return to Referral Status from a voluntary Nonreferral provider and **consults** with Supervisor.

Licensing Staff

8a. If return to Referral Status is approved, **prepares** and **sends** certified letter *DCYF 15-914 Notice of Return to Referral Status*.

Supervisor

8b. If not approved, **develops** alternate plan with Licensors.

Licensors

9. **Updates** Referral Status in provider account in WA Compass per WA Compass User Manual within three business days.

10. **Enters** note in WA Compass within 10 business days.

Support Staff

11. **Notifies** SSPS ProviderFileUnit@dshs.wa.gov and local Child Care Aware within three business days.

11a. If voluntary no referral, **contacts** Child Care Aware only.