

PROCEDURE

Cancels: PRO 10.2.1.T Revoking Licenses
See also: POL 10.2.1; RCW 43.216; 110-300; 110-305

Approved by:



PRO 10.2.1 REVOKING CHILD CARE LICENSES

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|------------------------------|---|
| Action by: | Action: |
| Licensors | 1. Determines that a revocation may be necessary and consults with Supervisor. |
| Supervisor or designee | 2. Consults with Area Administrator (AA) whether to proceed with revocation.

2a. If revocation approved, notifies Licensors.

2b. If revocation not approved, develops alternate licensing plan. |
| Licensors | 3. Completes any notes needed for the revocation in WA Compass and notifies Supervisor.

3a. If revocation is not approved, develops alternative plan with Supervisor. |
| Supervisor or designee | 4. Notifies Legal Letter Specialist(s), AAG, Child Care Policy Manager that a revocation is needed and schedules a meeting to discuss. The AA may participate in the meeting as needed.

4a. If revocation is approved, skips to step 5 .

4b. If revocation is not approved, develops alternate plan with Licensors. |
| Legal Letter Specialist | 5. Sends any needed documentation to the Legal Letter Specialist that is not in WA Compass. |
| Licensors, AA and Supervisor | 6. Completes letter <i>DCYF 09-184 Notice of Revocation of Child Care License</i> and sends to Licensors, Supervisor and AA. |
| | 7. Reviews revocation letter for accuracy.

7a. If changes needed, sends to Legal Letter Specialist until |

accurate.

7b. If no changes needed, **communicates** to Legal Letter Specialist that no changes are needed.

Legal Letter
Specialist

8. **Sends** revocation letter to AAG for review

9. **Sends** final version of revocation letter to Supervisor

Supervisor

10. **Signs** revocation letter and **gives** to Licensor or Support Staff for delivery.

Licensing Staff

11. **Distributes** revocation letter with proof of receipt *DCYF 15-903 Declaration of Personal Service* or by certified mail with return receipt to the early learning program. **Documents** in mail tracking system and **sends** copies to letter distribution list.

12. **Gives** appropriate brochure to parents and guardians onsite and extras for provider to distribute.

12a. If letter includes a summary suspension, **remains** on site until all children have been picked up.

13. **Follows** 10.1.7 Managing Child Care Nonreferral Status.

14. **Notifies** relevant entities (if applicable) within 3 business days

- Subsidy: Uses Provider File Action Request ProviderFileUnit@dshs.wa.gov, ProviderHelpMailbox@dshs.wa.gov
- Child Care Aware
- Early Achievers local contact.
- Tribal Child Care (if also regulated by tribe),
- Military Child Care (if also regulated by military),
- Food program
- ECEAP

15. **Documents** in WA Compass revocation decision and subsequent actions taken within 10 business days of delivery.

16. Once revocation is completed including any appeals, **closes** license in WA Compass and Famlink. **Notifies** QRIS@dcyf.wa.gov.