

PROCEDURE

Cancels: PRO 10.2.5.T Issuing Probationary Licenses

See also: POL 10.2.5; POL 10.1.13; PRO 10.1.13; RCW 43.216; 110-300; 110-305

Approved by:



PRO 10.2.5 ISSUING CHILD CARE PROBATIONARY LICENSES

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| Action by: | Action: |
| Licensors | <ol style="list-style-type: none">1. Determines that a technical assistance referral is necessary based on non-compliance with WACs and RCWs.<ol style="list-style-type: none">1a. If settlement agreement, skips to step 11.2. Consults with Supervisor regarding technical assistance referral and possible probationary license (<u>10.1.13 On-Site Consultation Referral Procedure</u>). |
| Supervisor | <ol style="list-style-type: none">3. Authorizes technical assistance referral and notifies Area Administrator (AA) or discusses alternate options with Licensors. |
| Licensors | <ol style="list-style-type: none">4. Creates probation per WA Compass User Manual.5. Contacts early learning provider and discusses referral for technical assistance.6. Requests technical assistance from Child Care Aware or similar acting agencies (<i>DCYF 15-917 On-Site Consultation and Referral Form</i>) and concurrently sends <i>DCYF 15-929 Offer of Technical Assistance Referral</i> to early learning provider to inform that a referral has been made.<ol style="list-style-type: none">6a. If early learning provider fails to respond in writing within 15 business days or refuses technical assistance, consults with Supervisor. If it is decided that a probationary license is needed, moves to step 10.7. Meets with early learning provider and technical assistance provider and develops a plan within 30 calendar days of acceptance of technical assistance. The plan may or may not be in writing.8. Conducts site visit and checks progress towards correcting non-compliance outlined in plan within 60 calendar days of plan development. |

9. **Consults** with Supervisor:

9a. If early learning provider demonstrates compliance with WAC, **exits** procedure and the probationary process ends.

9b. If early learning provider remains in non-compliance, **recommends** probation or other alternate enforcement action.

Supervisor

10. **Approves** probation or **develops** alternative enforcement action plan with Licensors.

11. **Discusses** and **completes** form *DCYF09-176 Probationary Child Care License Agreement* and *DCYF09-187 Offer of Probationary Child Care License* with licensors and early learning provider.

11a. If early learning provider refuses probationary license, **discusses** an alternative enforcement action plan with Area Administrator.

Licensors

12. **Hand delivers** letter *DCYF09-187 Offer of Probationary Child Care License* with the probationary license that replaces the existing license and collects existing license from early learning provider. **Ensures** license and *DCYF 09-176 Probationary Child Care License Agreement* are posted.

Notifies early learning provider of the following:

- The reasons for probationary license.
- All conditions of probation.
- The process DCYF will use to verify that violations have been corrected.
- Conditions of probation that must be completed to reinstate the original license.

13. **Changes** license type to probationary in WA Compass and Famlink per WA Compass User Manual.

Licensors and Supervisor

14. **Receives** and **approves** *DCYF 15-896 Probation Notification Letter to Parents from Provider* or other approved letter from early learning provider. (Per WAC - Providers have 5 business days to notify parents from date of Probation)

Licensors

15. **Notifies** Child Care Aware and Child Care Subsidy within three business days of probationary license issuance.

15a. If placed on nonreferral, follows 10.1.7 PRO Managing Child Care Nonreferral Status

16. **Conducts** unannounced visits monthly to early learning program during probation to monitor progress. **Verifies** all new enrollees have been notified of probationary status via *DCYF 15-896 Probation Notification Letter to Parents from Provider* or other approved letter.

16a. **Consults** with Supervisor regarding alternate plan if probationary conditions are not being met.

Supervisor

17. **Reviews** probationary status:

17a. If in compliance, **reinstates** original license in WA Compass and Famlink and issues non-expiring license to early learning provider.

17b. If not in compliance, **staffs** 2nd probation or alternate enforcement action with AA.

Any 2nd probation requires an update to the physical license, Compass, Famlink and continued monthly visits.

17c. If not in compliance after 2nd probation, **staffs** alternate enforcement action with AA.

Licensing Staff

18. **Completes** notes in WA Compass detailing information regarding the probationary license and outcome within 10 business days of each activity.

19. **Prints** and **sends** updated license to early learning provider.