

# POLICY

Cancels: POL 10.1.12.T Issuing Licenses

See also: PRO 10.1.12; TSK 10.1.12A; TSK 10.1.12B; TSK 10.1.12C; RCW 43.216; 110-300; 110-301

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## POL 10.1.12 ISSUING CHILD CARE LICENSES

This policy applies to DCYF issuing child care licenses.

### 1. DCYF May Take Up To 90 Days To Process Initial Applications

### 2. 1st Initial Licenses Require:

- Complete applications as defined in [WAC 110-300-0400](#) and [WAC 110-301-0400](#).
- Compliance with all WAC and RCW requirements (except items requiring children's presence).

### 3. Initial Licenses Valid Up To Six Months

DCYF issues initial licenses which are valid up to six months. A non-expiring license may be issued before the six month initial license ends.

### 4. Up To Four Initial Licenses May Be Issued

DCYF may issue up to four initial licenses. At the completion of the 4<sup>th</sup> initial license, DCYF must either issue a non-expiring license or deny the application.

### 5. Applicant May Withdraw Application Prior To Initial Licensure

### 6. DCYF Must Waive Reapplication Fee One Time For External Barriers

Area Administrators must waive reapplication fee one time if an applicant has completed all steps of the application process within 90 days, but an external barrier out of the applicant's control exists.

### 7. Applications For Initial Licenses May Be Denied

DCYF may deny an application for initial license [PRO 10.1.12 Issuing Child Care Licenses](#).

**8. Initial Licenses Require Approvals From:**

- Supervisor for the 1<sup>st</sup> and 2<sup>nd</sup> initial;
- Area Administrator for the 3<sup>rd</sup> and 4<sup>th</sup> initial.

**9. DCYF Must Send Fair Warning Letter For 3<sup>rd</sup> and 4<sup>th</sup> Initial Licenses**

When a provider is issued a 3<sup>rd</sup> and 4<sup>th</sup> initial license it must be accompanied by letter *DCYF 15-973 Fair Warning Letter*.

**10. DCYF Must Conduct An Initial To Non-Expiring Inspection Within Six Months**

DCYF must conduct an initial to non-expiring license inspection within six months of date license is issued except when approved by an area administrator ([TSK 10.1.12C Conducting Child Care Initial to Non-Expiring Inspections](#)). This must occur with each initial license issued.

**11. DCYF Must Observe Children Before Issuing Non-Expiring Licenses**

Prior to issuing a non-expiring license, DCYF must observe the program in operation while children (must include enrolled, non-household member) are in care and must complete a full checklist.

**12. Initial to Non-Expiring Licensing Inspections Must Be Unannounced**

**13. All Notes Must Be Documented in WA Compass Within 10 Business Days**

**14. File Reviews Are Required At Each Initial Licensure And When Issuing A Non-Expiring License**

Supervisor file reviews are not required after a non-expiring license is issued.