

POLICY

Cancels: 10.1.14.T Maintaining Non-Expiring Licenses

See also: PRO 10.1.14; RCW 43.216; 110-300; 110-301

Approved by: Luba Bezborodnikova

POL 10.1.14 MAINTAINING CHILD CARE NON-EXPIRING LICENSES (ANNUAL COMPLIANCE)

This policy applies to DCYF maintaining child care non-expiring licenses.

1. Non-Expiring Licenses Require:

- Submission annually of *DCYF 15-974 Declaration of Compliance (FH/CTR)* or *DCYF 15-978 Declaration of Compliance (SA)* at least 30 calendar days prior to anniversary date.
- Payment annually of licensing fee at least 30 calendar days prior to anniversary date.
- Submission annually of *DCYF 15-949 Family Home Child Care Background Checklist* or *DCYF 15-937 Child Care Center/School Age Background Checklist* at least 30 calendar days prior to anniversary date.
- Portable background checks submitted* [WAC 110-06](#) for all individuals currently connected with the license.

*Submitted means individual has paid their background check fees.

Failure to fulfill licensing requirements by anniversary date will result in the closure of the license [RCW 43.216.305 \(3\)](#). Failure to pay a fine may result in DCYF not continuing a license. The anniversary date is the date the licensee's first initial license was issued.