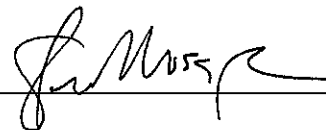


POLICY

Cancels: 10.1.4 Supervisory Review Policy

See also: PRO 10.1.4; RCW 43.216; 110-300; 110-305;

Approved by:



POL 10.1.4 MANAGING CHILD CARE VIOLATION DISPUTE PROCESS

This policy applies to DCYF staff processing requests for dispute resolutions.

1. Early Learning Programs May Request a Dispute of an Inspection Report or a Valid Complaint Finding

DCYF shall provide technical assistance about the dispute request process but shall not compose the request for the early learning provider.

2. DCYF Will Not Process A Dispute Request Involving Any Rule If An Enforcement Action Is Pending That Includes That Enforcement Decision As A Basis For The Action

Enforcement actions include:

- Suspension
- Revocation
- Civil Penalty
- Modifying a license
- Denial

3. Early Learning Providers Must Use The DCYF Dispute Request Form

Early learning provider must submit a DCYF Dispute request form *DCYF 15-907 Child Care Violation Dispute Request* for approval in the inspection report or via portal.

4. Review Panel Will Include Rotating Selected Licensing Staff

The Senior Child Care Administrator (SCCA) or designee will select a team of 5 staff from different areas of the state to include the Child Care Licensing Administrator (CCLA). A health specialist may be included if a health issue is being reviewed.

5. Review Panel Members Will Be Excused If There Is A Conflict Of Interest Based On Any Previous Work With The Licensee

If a panel member is excused a backup member will be selected by SCCA or designee.