

# PROCEDURE

Cancels: NEW

See also: POL 10.2.9; RCW 43.216; 110-300; 110-301

Approved by: Travis Hansen

## PRO 10.2.9 MANAGING VARIANCE REQUESTS

Action by:	Action:
Licensor	<ol style="list-style-type: none"> <li>1. <b>Receives</b> interest from early learning or school-age provider about a variance and <b>encourages</b> that the request is submitted via portal. If request is for multiple early learning or school-age programs, <b>requests</b> provider submits a request in WA Compass for each requested site via portal.             <ol style="list-style-type: none"> <li>1a. If provider already submitted variance request via portal, <b>skips to step 4.</b></li> <li>1b. If not submitted via portal, <b>enters</b> information from paper form per WA Compass User Manual.</li> </ol> </li> </ol>
Panel Review Coordinator	<ol style="list-style-type: none"> <li>1c. If provider <b>requests</b> variance directly to Panel Review Coordinator, <b>directs</b> provider to submit <i>DCYF 15-957 Child Care Variance Request</i> via portal.</li> </ol>
Licensor	<ol style="list-style-type: none"> <li>2. <b>Discusses</b> with the provider:             <ul style="list-style-type: none"> <li>• If variance or waiver is best fit for request</li> <li>• If request impacts multiple early learning or school-age programs</li> <li>• If request is identical to previously approved variance connected to early learning or school-age program</li> <li>• If duplicate request is needed for multiple licensing offices</li> </ul> </li> <li>3. <b>Reviews</b> <i>DCYF 15-957 Child Care Variance Request</i> via portal and reviews for accuracy and completeness. <b>Forwards</b> any supporting documentation to Panel Review Coordinator.             <ol style="list-style-type: none"> <li>3a. If all required information is present, <b>submits</b> for approval to Panel Review Coordinator in WA Compass.</li> <li>3b. If all required information is not present, <b>requests</b> extension per WA Compass User Manual. If a provider doesn't respond within 10 calendar days, <b>skips to step 4</b> and <b>rejects</b> variance for insufficient supporting information.</li> </ol> </li> </ol>

Panel Review  
Coordinator

4. **Discusses** variance request with Supervisor.
5. **Reviews** and **analyzes** variance request.
  - 5a. If additional information is needed, **communicates** with requestor.
  - 5b. If any enforcement action present, **places** variance request for specific site only on hold per WA Compass User Manual until resolved.

Child Care  
Review  
Committee

6. **Approves** or **Rejects** variance in WA Compass within 30 business days of receipt.
  - 6a. If extension needed, **places** variance request on “extension” per WA Compass User Manual until resolved.
7. **Fills out** and **sends** *DCYF 15-923 Child Care Variance Decision* via WA Compass.
8. **Documents** the request and outcome details in WA Compass within 10 business days.
  - 8a. If a provider disputes a variance disapproval, **forwards** any supporting documentation to CCLA or Designee and **continues** to **step 9**.

CCLA or  
Designee

9. **Receives** *DCYF 15-958 Dispute of Child Care Variance Decision* via *portal*.
10. **Approves** or **Rejects** variance dispute within 15 business days of receipt in WA Compass.
  - 10a. If extension needed, **places** variance request on “extension” per WA Compass User Manual until resolved.
11. **Fills out** and **sends** *DCYF 15-925 Child Care Variance Dispute Decision* to provider via WA Compass.
12. **Documents** the request and outcome details in WA Compass within 10 business days.

## Violation of a Variance:

Licensors

13. **Finds** a violation of an approved variance, **documents** on inspection report, and **discusses** with Supervisor.

13a. If alternate plan needed, **communicates** plan with provider and the person who originally requested the variance. If provider voluntarily decides to opt out of variance, **rescinds** variance and **skips** to **step 14a**.

Supervisor

13b. If rescission needed, **staffs** with Area Administrator.

14. **Approves** or **Disapproves** rescission of variance per WA Compass User Manual.

14a. If rescission approved, **sends** *DCYF 15-924 Rescission of Child Care Variance* via certified mail, and **sends** copy to Panel Review Coordinator.

15. **Documents** the request and outcome details in WA Compass within 10 business days.