

# PROCEDURE

Cancels: PRO 10.1.12.T Issuing Licenses

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

Approved by: Travis Hansen

## PRO 10.1.12 ISSUING CHILD CARE LICENSES

- |                 |   |
|-----------------|---|
| Action by:      | Action:   |
| Support Staff   | <ol style="list-style-type: none"><li>1. <b>Receives</b> initial license application.</li><li>2. <b>Reviews</b> and <b>processes</b> application for assignment and gives to Licensor or <b>returns</b> it for completion <a href="#">TSK 10.1.12A Processing Child Care License Applications</a>.</li></ol>  |
| Licensor        | <ol style="list-style-type: none"><li>3. <b>Reviews</b> application and accompanying documents to verify all meet WAC requirements.<ol style="list-style-type: none"><li>3a. If document meets WAC requirements, <b>checks off</b> that document on form <i>DCYF 15-993 File Review at Initial(s) &amp; Non-Expiring Licensure</i>.</li><li>3b. If document does not meet WAC requirements, <b>communicates</b> with applicant about needed corrections and resubmission of document.</li></ol></li></ol> |
| Licensing Staff | <ol style="list-style-type: none"><li>4. <b>Ensures</b> initial fire inspection is requested and approval completed by State Fire Marshal (Center or applicable School Age) <a href="#">10.1.11 Requesting Fire Inspections</a>.</li></ol>  |
| Licensor        | <ol style="list-style-type: none"><li>5. <b>Conducts</b> initial licensing inspection <a href="#">TSK 10.1.12B Conducting Child Care Initial Licensing Inspections</a>.<ol style="list-style-type: none"><li>5a. If initial license already issued, <b>conducts</b> initial to non-expiring inspection <a href="#">TSK 10.1.12C Conducting Child Care Initial To Non-Expiring Inspections</a>.</li></ol></li></ol>  |

- Support Staff
6. If Center/School Age, **staffs** with Licensor, **creates** invoice *DCYF 15-921 Child Care Provider License Fee Invoice* for remaining license fee due if the capacity is more than 12 children and **sends** to the provider.
- Licensor
7. **Determines** if an early learning or school-age program meets licensing requirements based on:
- Background check clearances
  - Licensing history or any enforcement action(s)
  - Complete and accurate information on application and accompanying documents
  - Inspection results
  - Licensing fees paid in full
  - Compliance with all WAC and RCW requirements (except items requiring children’s presence for initial license only).
- 7a. If requirements are met, **documents** compliance with WAC in a provider note, and **continues** to **step 9**.
- 7b. If requirements are not met for initial license application due to time constraints, **informs** applicant of DCYF’s ability to only approve or deny a license within 90 days and the consequences of a denial. **Informs** applicant they may withdraw and reapply. If applicant withdraws application, **sends** *DCYF 15-928 Application Withdrawn Letter* to applicant. If any applicant requests their fee be waived when reapplying, Area Administrator approval is required.
- 7c. If timelines are not met due to inability to meet licensing requirements, **consults** with Supervisor and **skips** to **step 16**.
8. **Completes** and **signs** *DCYF 15-993 File Review at Initial(s) & Non-Expiring Licensure*.
9. **Submits** license for approval in WA Compass and Famlink per WA Compass User Manual, and **prints** paper license.
10. **Gives** paper license, complete licensing file and *DCYF 15-993 File Review at Initial(s) & Non-Expiring Licensure* to the Supervisor at least 10 business days prior to 90<sup>th</sup> day application deadline.
- Supervisor
11. **Reviews** licensing file (paper and/or in WA Compass, as applicable) to verify completeness and accuracy, and **signs** *DCYF 15-993 File Review at Initial(s) & Non-Expiring Licensure*.

- 11a. If licensing file is incomplete or inaccurate, **returns** licensing file, paper license, and *DCYF 15-993 File Review at Initial(s) & Non-Expiring Licensure* to licensor for completion.
12. **Approves** license in WA Compass and Famlink, **signs** paper license, and **returns** paper license, *DCYF 15-993 File Review at Initial(s) & Non-Expiring Licensure*, and file to Licensor.
- Licensor 13. **Signs** paper license, **and completes** *DCYF 15-927 Initial License Letter* or *DCYF 15-909 Non-Expiring License Status Letter* and **forwards** to Support Staff for mailing.
- 13a. If provider is receiving a 3<sup>rd</sup> or 4<sup>th</sup> initial license, **signs** letter *DCYF 15-973 Fair Warning Letter* and **forwards** to Support Staff for mailing.
- Support Staff 14. If non-expiring, **checks** Financial Services Administration (FSA) to ensure annual licensing fee invoice sent for providers approaching the end of their service year.
- 14a. If invoice not sent, **sends** *DCYF 15-921 Child Care Provider License Fee Invoice* to provider. Annual fee may be sent out up to 90 days prior to annual fee due date.
- 14b. If provider invoice duplicate needed, **requests** duplicate invoice from Office of Financial Recovery (OFR) and **sends** to provider.

## DENIAL OF A LICENSE

- Licensor 15. If timelines or other licensing concerns have not been met, **discusses** with Supervisor.
- Supervisor 16. **Consults** with Area Administrator whether to proceed with denial.
- 16a. If denial approved, **notifies** Licensor.
- 16b. If denial not approved, **develops** alternate licensing plan.
- Licensor 17. **Completes** any notes needed for the denial in WA Compass and **notifies** Supervisor.
- Supervisor 18. **Notifies** Legal Letter Specialist(s) and AAG that a denial is needed and **schedules** a meeting to discuss. The Area Administrator (AA) may participate in the meeting as needed.
- 18a. If denial is approved, **skips** to **step 19**.

- 18b. If denial is not approved, develops alternate plan with Licensor.
19. **Sends** any needed documentation to the Legal Letter Specialist that is not in WA Compass.
- Legal Letter Specialist 20. **Completes** letter *DCYF 09-182 Denial of Application for Child Care License – Not Presently Licensed* or *DCYF 09-183 Denial of Application for a Non-Expiring Child Care License* and **sends** to Licensor, Supervisor and AA.
- Licensor Supervisor and AA 21. **Reviews** denial letter for accuracy.
- 21a. If changes needed, **sends** to Legal Letter Specialist until accurate.
- 21b. If no changes needed, **communicates** to Legal Letter Specialist that no changes are needed.
- Legal Letter Specialist 22. **Sends** to AAG for review.
23. **Sends** final to Supervisor
- Supervisor 24. **Signs** denial letter and **gives** to Licensor or Support Staff for delivery.
- Licensing Staff 25. **Distributes** denial letter by certified mail with return receipt or **hand delivers** with proof of receipt *DCYF 15-903 Declaration of Personal Service* to early learning or school-age program. **Documents** in mail tracking system and **sends** copies to letter distribution list.
26. **Documents** decision related to the application/license denial in WA Compass within 10 business days of delivery.