Effective date: June 1, 2021	**Page 1 of 2**
PROCEDURE	
Cancels: PRO 10.1.14.T Maintaining Non-Expiring Licenses	
See also: POL 10.1.14; RCW 43.216; 110-300; 110-301	**Approved by: Travis Hansen**

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

Action by: Action:

Support Staff

1. **Uses** WA Compass reports to check Annual Compliance Cases approaching their anniversary date.

2. **Sends** *DCYF 15-975 Declaration of Compliance Letter, DCYF 15-974 Declaration of Compliance (FH/CTR) or DCYF 15-978 Declaration of Compliance (SA),* and either *DCYF 15-949 Family Home Child Care Background Checklist* or *DCYF 15-937 Child Care Center/School Age Background Checklist* to provider 90 calendar days prior to anniversary date.

   2a. If provider is on 2nd or 4th initial license, **creates** invoice *DCYF 15-921 Child Care License Fee Invoice* and **sends** to provider.

   2b. If provider is not issued an invoice and it doesn't appear in Financial Services Administration (FSA), **creates** invoice *DCYF 15-921 Child Care License Fee Invoice* and **sends** to provider.

   2c. If provider requests an invoice duplicate that does appear in FSA, **requests** duplicate invoice from Office of Financial Recovery (OFR) and **sends** to provider.

   2d. If provider is on 2nd or 4th initial license and will move to a non-expiring license, **provides** *DCYF 15-975 Declaration of Compliance Letter, DCYF 15-974 Declaration of Compliance (FH/CTR) or 15-978 Declaration of Compliance (SA),* and either *DCYF 15-949 Family Home Child Care Background Checklist* or *DCYF 15-937 Child Care Center/School Age Background Checklist* before issuing non-expiring license, if applicable.

3. **Checks** vendor accounts receivable (VAR) for payment status for any outstanding fines.

3a. If payment received, notifies Supervisor and documents in WA Compass and **skips** to **step 5.**

3b. If payment not received, **notifies** Licensor and Supervisor.

Supervisor   4. **Determines** if further action is needed.

4a. If closure is required, **skips** to **step 7**.

4b. If license will remain open, creates alternate plan with licensing staff for unpaid fines.

Support Staff   5. **Confirms** and **enters** in WA Compass that background checks, fee and declaration of compliance are received 30 calendar days prior to anniversary date. [TSK 10.5.2 Verifying Background Checks](#)

Support Staff /Licensor   5a. If annual compliance is incomplete or any fine payment is delinquent, **communicates** with provider to identify and request missing paperwork/payment before the anniversary date. **Documents** note in WA Compass.

Licensor   6. **Reviews** annual paperwork for accuracy.

6a. If paperwork is complete, **stores** documents in licensing file**.**

6b. If annual compliance requirements for non-expiring license have not been met, **discusses** and **sends** closure approval in WA Compass to Supervisor**.**

Supervisor   7. **Approves** closure of license if annual compliance not met by anniversary date.

7a. If closure is due to delinquent fine payment, **approves** closure of license.

Licensing Staff   8. **Documents** the closure of the license in WA Compass.

9. **Completes** and **sends** *DCYF 15-920 Closed License* (annual compliance not met) or *DCYF 09-194 Expired Child Care License – Notice of Closed License Due To Unpaid Fines* to the provider.