

PROCEDURE

Cancels: NEW

See also: POL 10.2.8; RCW 43.216; 110-300; 110-301

Approved by: Travis Hansen

PRO 10.2.8 MANAGING CHILD CARE WAIVER REQUESTS

Action by:

Action:

Licensors

1. **Receives** interest from early learning or school-age provider about a waiver and **encourages** that the request is submitted via portal.
 - 1a. If provider already submitted waiver request via portal, **skips** to **step 4**.
 - 1b. If not submitted via portal, **enters** information from paper form per WA Compass User Manual.
2. **Discusses** with the provider if variance or waiver or safety plan is best fit for request.
3. **Reviews** *DCYF 15-961 Child Care Waiver Request* via portal for accuracy and completeness. **Forwards** any supporting documentation to Supervisor.
 - 3a. If all required information is present, **submits** for approval to Supervisor in WA Compass.
 - 3b. If all required information is not present, **requests** extension per WA Compass User Manual. If a provider doesn't respond within 10 calendar days, **skips** to **step 4** and **rejects** waiver for insufficient supporting information.

Supervisor

- 3c. If request is for an immediate need, **consults** Licensors for use of one or more of the following while request is being considered:
 - Technical Assistance
 - Safety Plan
 - FLCA
4. **Approves** or **Rejects** waiver in WA Compass within 15 business days of receipt from licensors.
 - 4a. If extension needed, **places** waiver on "extension" per WA Compass User Manual until resolved.

5. **Fills out** and **sends** *DCYF 15-930 Child Care Waiver Decision* via WA Compass.
6. **Documents** the request and outcome details in WA Compass within 10 business days.
 - 6a. If a provider disputes a waiver disapproval, **forwards** any supporting documentation to Panel Review Coordinator and **continues to step 7**.

Panel Review
Coordinator

7. **Receives** *DCYF 15-962 Dispute of Child Care Waiver Decision* via portal.

Child Care
Review
Committee

8. **Approves** or **Rejects** waiver dispute in WA Compass within 30 business days of receipt.
 - 8a. If extension needed, **places** waiver on “extension” per WA Compass User Manual until resolved.
9. **Fills out** and **sends** *DCYF 15-932 Child Care Waiver Dispute Decision* to provider via WA Compass.
10. **Documents** the request and outcome details in WA Compass within 10 business days.

Violation of a Waiver:

Licensors

11. **Finds** a violation of an approved waiver, **documents** on inspection report, and **discusses** with Supervisor.
 - 11a. If alternate plan needed, **communicates** plan with provider. If provider voluntarily decides to opt out of waiver, **rescinds** waiver and **skips** to **step 12a**.

Supervisor

- 11b. If rescission needed, **staffs** with Area Administrator.
12. **Approves** or **Disapproves** rescission of waiver per WA Compass User Manual.
 - 12a. If rescission approved, **sends** *DCYF 15-931 Rescission of Child Care Waiver* to the provider and Panel Review Coordinator via WA Compass.
13. **Documents** the request and outcome details in WA Compass within 10 business days.