

TASK OUTLINE

Cancels: 10.1.12A.T Processing License Applications

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

Approved by: Travis Hansen

TSK 10.1.12A PROCESSING LICENSE APPLICATIONS

After receiving the initial child care license application, the **Support Staff:**

1. **Reviews** the application for completeness within 5 business days unless approved by a Supervisor. A completed application, per WAC, includes:

- Full, completed application
- Application fee (Family Home - \$30, Center/School Age - \$125*)
- Certificate of attending orientation (completed up to 12 months prior to application submission date)
- A Washington state business license or a tribal, county, or city business or occupation license, if applicable
- Proof of liability insurance, if applicable
- Certificate of incorporation, partnership agreement or similar, if applicable
- Copy of applicant's current government issued photo ID
- Copy of applicant's Social Security Card or sworn declaration stating applicant doesn't have one
- Employer Identification number, if applicant plans to hire staff
- Applicant's employment and education verification – copy of diploma, transcripts, or sworn declaration stating that the applicant cannot verify education requirements
- Copy of floor plan, including use of proposed licensed and unlicensed space, with identified emergency exits and emergency exit pathways
- Copy of Certificate of Occupancy, if applicable
- Documentation, no more than three years old, from a licensed inspector, septic designer, or engineer that states the septic system and drain field are maintained and in working order, if applicable
- E. Coli bacteria and nitrate testing results for well water that is no more than twelve months old, if applicable
- A lead or arsenic evaluation agreement for sites located in the Tacoma smelter plume (counties of King, Pierce, and Thurston), if applicable
- Lead and copper test results for drinking water, if applicable

- Program days and hours of operation, including closure dates and holiday observances
- List of applicant(s) and household members, and if applicable and known, staff persons and volunteers required to complete the background check process under chapter 110-06 WAC
- Resume for applicant, center director, center assistant director, center program supervisor, school age program director, school age site director, and family home lead teacher, if applicable
- Parent and program policies
- Staff policies
- Emergency preparedness plan
- Health policies

1a. If processing a paper application packet and it is complete per WAC, **skips to step 2.**

1b. If processing a paper application packet and it at least contains these ten or eleven items required for WA Compass application submission:

- Certificate of attending orientation
- Copy of photo ID
- Copy of Social Security (EIN)(Sworn Statement)
- Copy of floor plan
- Certificate of Occupancy as applicable (Center/School Age)
- Copy of health policies
- Copy of emergency preparedness plan
- Copy of program policies
- Copy of lead and copper test results for drinking water
- Verified employment and education for applicant & certain roles, if known
- Copy of resume for applicant & certain roles, if known

Sends *DCYF 15-913 Incomplete Application For Processing* to applicant and **skips to step 2.**

1c. If processing a paper application not containing the ten or eleven items from 1b, **sends** *DCYF 15-913 Incomplete Application For Processing* and any submitted items to the applicant and **exits** this procedure.

1d. If application received via provider portal, **follows** WA Compass User Manual and **skips to step 2.**

2. **Enters** complete application information into Famlink and WA Compass within five business days of date received. **Scans*** WA Compass “required” section documents into WA Compass. Once completed this is considered a submitted application* but not approved*.
 - 2a. If all items required per WAC are received, **scans** “required” section documents into WA Compass and **places** all other items into hard copy file.
 - 2b. If all items are not received, **scans** “required” section documents into WA Compass and **places** all other items into hard copy file as received. If all items are not received within one year from date on application, **sends** entire application packet along with *DCYF 15-922 Returned Child Care Application* to applicant.
3. **Submits** application in WA Compass and **updates** application status to approved. This starts the 90-day application window.
4. **Documents** in WA Compass that the completed application and fee were received.
5. **Submits** *DSHS 06-097 Provider File Action Request (PFAR)* to request a SSPS number.
6. **Completes** and **sends** applicant *DCYF 15-910 Application Received Letter*.
7. **Prepares** a hard copy file ([10.6.7 Licensing File Consistency Procedure](#)).
 - 7a. If paper application, **places** all items into hard copy file.
 - 7b. If submitted through portal, **places** copy of signed license and any documents submitted to the office into a hard copy file. The file will be used to contain any future documents submitted via mail as well. Do not print a copy of all documents submitted via portal.
8. **Routes** to Supervisor for Licensor assignment.

*License application requires a license fee of \$125 to be submitted with application. After the department determines capacity and prior to the initial license being issued, the applicant must pay the remaining license fee due if the capacity is more than 12 children. (The \$125 license fee is for the first 12 children; an additional license fee of \$12 is due for each additional child over the licensed capacity of 12 children.)

*Submitted application – An application containing ten or eleven required items that are entered in WA Compass and processed by Support Staff.

*Approved application – An application containing all required items per WAC that are entered in WA Compass, processed by Support Staff and triggers 90 day window to meet licensing requirements. After application approval, Licensors will have the opportunity to review policies/documents content to meet requirements.

*Scans – This process requires documents to be scanned to computer desktop, uploaded into WA Compass and deleted from the desktop after upload.