

PROCEDURE

Cancels: PRO 10.2.2.T Issuing Suspensions
See also: POL 10.2.2; RCW 43.216; 110-300; 110-305

Approved by:



PRO 10.2.2 ISSUING CHILD CARE SUSPENSIONS

Action by: Action:

- | | |
|------------------------|---|
| Licensor | 1. Determines that a suspension or summary suspension or both may be necessary and consults with Supervisor. |
| Supervisor or designee | 2. Consults with Area Administrator (AA). |
| AA | 3. Approves or disapproves suspension type and notifies Supervisor.

3a. If suspension is not approved, develops alternative plan with Supervisor. |
| Supervisor or designee | 4. Notifies Licensor of decision or action to be taken. |
| Licensor | 5. Prepares <i>DCYF 09-186 Notice of Summary Suspension and Suspension of Child Care License</i> or <i>DCYF 09-185 Notice of Summary Suspension and Revocation of Child Care License</i> and forwards to Supervisor. |
| Supervisor or Designee | 6. Reviews suspension letter and may consult with AAG and may send letter to AAG for review; notifies AA on outcome. |
| AA | 7. Reviews suspension letter; notifies Supervisor once letter is approved. |
| Supervisor or designee | 8. Reviews, prints, and signs letter for delivery to early learning provider. |

Licensing Staff

9. **Delivers** suspension letter by one of the following methods:
 - Hand delivered with a form *DCYF 15-903 Declaration of Personal Service*
 - Certified mail with return receipt
 - An authorized process server, with approval from Supervisor/AA.
10. **Gives** appropriate brochure to parents and guardians onsite and extras for provider to distribute.
11. If summary suspension, **remains** on site until all children have been picked up and **staffs** exceptions with Supervisor before leaving.
12. **Sends** signed suspension letter to distribution list noted on the legal document.
13. **Follows** 10.1.7 Managing Child Care Nonreferral Status.
14. **Notifies** relevant entities (if applicable) within 3 business days
 - Subsidy: Uses Provider File Action Request ProviderFileUnit@dshs.wa.gov, ProviderHelpMailbox@dshs.wa.gov
 - Child Care Aware
 - Early Achievers local contact
 - Tribal Child Care (if also regulated by tribe),
 - Military Child Care (if also regulated by military),
 - Food program
 - ECEAP
15. **Documents** in WA Compass the suspension decision and subsequent actions taken within 10 business days.
16. **Determines** whether suspension will be rescinded, lifted or revoked.
 - 16a. If revoked, follows PRO 10.2.1.T Revoking Child Care Licenses
 - 16b. If unable to determine licensing action, **consults** with AAG to determine whether or not suspension action should be lifted

AA or
Supervisor

or rescinded.

Licensing Staff

17. **Prepares and delivers** letter *DCYF 09-191 Notice of Lifted Summary Suspension of Child Care License* or letter *DCYF 09-190 Notice of Rescinded Summary Suspension of Child Care License*, by certified mail or proof of receipt, to early learning provider if the suspension is lifted or rescinded.

18. **Notifies** relevant entities (if applicable) within 3 business days

- Subsidy: Uses *Provider File Action Request (PFAR)*
ProviderFileUnit@dshs.wa.gov,
ProviderHelpMailbox@dshs.wa.gov
- Child Care Aware
- Early Achievers local contact
- Tribal Child Care (if also regulated by tribe),
- Military Child Care (if also regulated by military),
- Food program
- ECEAP

19. **Documents** in WA Compass the suspension decision and subsequent actions taken within 10 business days.