

TASK OUTLINE

Cancels: TSK 10.1.12C.T Conducting Initial to Non-Expiring Inspections

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

Approved by: Travis Hansen

TSK 10.1.12C CONDUCTING CHILD CARE INITIAL TO NON-EXPIRING INSPECTIONS

After receiving notice of license expiration date from WA Compass, the **Licensors**:

1. **Attempts** an initial to non-expiring inspection at least two months before expiration date and **completes** the initial checklist.
 - 1a. If unable to complete inspection, **staffs** with Supervisor.
2. **Develops** inspection report. ([POL 10.1.21 Managing Child Care Inspection Reports](#)).
 - 2a. If no compliance issues are present on 2nd initial or 4th initial at their annual license date, **provides** annual compliance paperwork for completion.
3. **Documents** notes in WA Compass within 10 business days.
4. **Rechecks** facility per ([POL 10.1.21 Managing Child Care Inspection Reports](#)).
5. **Enters** “correction verified date” information into the inspection report.