

TASK

Cancels: TSK 10.5.1.T Verifying Background Checks

See also: POL 10.5.1; RCW 43.216; 110-300; 110-301; 110-06-0040

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TSK 10.5.1 VERIFYING CHILD CARE BACKGROUND CHECKS

In order to verify a background check, the **Licensing Staff**:

1. **Receives** annual compliance paperwork including background check list from early learning or school-age provider.
 - 1a. **Verifies** individuals included on background check list have submitted or cleared background checks in MERIT.
 - 1b. If any required member's background check applications are unpaid or withdrawn, **contacts** provider for status update. **Staffs** any issues with Supervisor.
2. When issuing an initial license or conducting monitoring visits, **verifies** all current staff, household members and on-going volunteers' background checks are submitted or cleared in MERIT at least 30 calendar days prior to anniversary date.
 - 2a. If school age, confirms receipt within 90 calendar days prior to anniversary date.
 - 2b. If any members do not have a submitted or cleared background in MERIT, **follows** [10.1.21 PRO Managing Child Care Inspection Reports](#).