

Department of Early Learning

10.1.12

Initial/Full License Procedure

Receipt of Initial Licensing Application

1. After receiving the initial application the administrative support staff will:
 - a. Review center and school-age program application for:
 - i. Completeness;
 - ii. Payment of fees;
 - iii. Verification of orientation attendance.
 - b. Review family home application for :
 - i. Completeness;
 - ii. Payment of fees;
 - iii. Verification of orientation attendance;
 - iv. Items identified in Application instructions.
 - c. Return application to applicant using 10.9.1.27 Incomplete License Application Letter Template, if it is missing:
 - i. License fee;
 - ii. Verification of orientation attendance;
 - iii. Signature;
 - iv. Date.
 - d. For complete applications received:
 - i. Enter into FamLink within five days of receipt in the DEL office;
 - ii. Create member tabs for the following individuals:
 - a. In a Family Child Care Facility:
 - i. Licensee;
 - ii. Staff members;
 - iii. Volunteers or assistants 14 years and older;
 - iv. Individuals living in the home 13 years and older.
 - b. In Centers/School- age Facility;
 - i. Owner;
 - ii. Director;
 - iii. Site Coordinator;
 - iv. Program Supervisor.
 - iii. Create a pending license;
 - iv. Document in a provider note that the application fee was received;
 - v. Submit a PFAR to request SSPS number;
 - vi. Complete and mail 10.9.1.21 Application Received Letter to applicant;
 - vii. Prepare a hard copy file;
 - viii. Assign a licenser and notify the supervisor.

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2. The assigned licensor will ensure the following is complete:
 - a. Pending license in FamLink;
 - b. Application materials;
 - c. 10.9.1.27 Incomplete License Application Letter , if documents are missing, and send to the licensee;
 - d. 10.9.1.6 Request for Fire Marshal Inspection Form, if applicable;
 - e. Research licensing history, noting any adverse actions.

Initial Licensing Inspection

3. The assigned licensor will:
 - a. Verify that all required documents are on file;
 - b. Visit the facility and complete the appropriate checklist;
 - c. Discuss with applicant how requirements will be met when children are in care;
 - d. Develop a compliance agreement with applicant when corrections are needed;
 - e. Enter provider notes into FamLink;
 - f. Re-check facility if necessary to verify that corrections are completed;
 - g. File the completed compliance agreement in the licensing file and mark on the Electronic FLCA with completion dates.

Initial License Approval or Denial

4. The licensor will determine whether a licensee is able to meet the licensing requirements. This determination will be based on:
 - a. Background check information (criminal and non-criminal) for child abuse/neglect history and criminal history for licensee, household members, staff, or volunteers as applicable;
 - b. History of licensing and Adverse Action(s);
 - c. Complete and accurate information on application and additional documents;
 - d. Site inspection or other relevant information regarding the licensee or facility that would indicate violation of licensing requirements;
 - e. All Health and Safety requirements (WAC) have been met;
 - f. Approved inspection by the State Fire Marshal, if applicable.
5. The licensor will submit the license and completed file to the supervisor for review at least by the 85th day, well before the 90th day deadline, and enter provider notes in FamLink requesting initial license for applicant.
6. The supervisor will conduct a file review using the appropriate current File Review Checklist and make a decision to approve or deny the license.

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7. If approved, licensing staff will prepare the initial license for signature and send the signed license with the approval letter to the licensee.
8. If the licensee does not meet licensing requirements the licensor will meet with the supervisor to determine:
 - a. If withdrawal of the application is appropriate (applicant must agree); or
 - b. If the application should be denied.
9. If the application is denied, the licensor must complete a legal letter denying the application.
10. The supervisor must review the legal letter and then will consult with the Regional Administrator (RA) on whether to proceed with a denial.
11. The RA will review legal letter. If the denial is not approved the letter will be returned to the supervisor.
12. The RA will have final authority for all denials of initial applications.
13. If the application denial is approved, the supervisor will sign the final legal letter and send it to the licensee and distribution list on the letter.
14. A denial letter of an initial application must be delivered by certified mail with return receipt or hand delivered with proof of receipt. A copy of the receipt must be kept in the licensing and denial files. If applicable, the licensor may use a process server to deliver the denial letter.
15. The licensor must document all activities and rationale related to the application denial in FamLink within five business days of the completed denial letter.

Initial License

16. The licensor will issue the initial license for up to six months and may be renewable for three additional six month periods not to exceed a total of two years without allowing the license to expire.
17. Staffing and approval process for initial licenses beyond the first initial license issued:
 - a. Licensor with supervisor for a second initial;
 - b. Supervisor will staff with the RA for the third initial;
 - c. RA will staff with the CCSLA for the fourth initial;
 - d. When a third or fourth initial license has been issued, the licensee should receive 10.10.23 Fair Warning Letter.
18. The licensor must inspect the facility within four months while under each initial license.
19. An applicant will not be able to demonstrate the following until children are attending the facility. A full/non-expiring license can only be issued when the following can be observed:

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- a. Supervision;
 - b. Staff-to-child interactions;
 - c. Capacity, group size and/or staff-to-child ratios;
 - d. Behavior management and discipline;
 - e. Activities and routines;
 - f. Child records.
20. The licensor must document the initial license inspection and any follow-up visits in a provider note in FamLink within five business days.
 21. The licensor must evaluate the provider's ability to follow all licensing regulations during the initial license period prior to issuing a full/non-expiring license.

Full/Non-Expiring License

22. The licensor must conduct an initial to full license inspection using the appropriate checklist to document compliance with all licensing regulations. This inspection will be unannounced for family home child care and announced for center and school aged programs.
23. The licensor must document the initial to full license inspection and any recheck inspections in provider notes in FamLink within five business days.
24. The licensee must complete the 10.10.20 Declaration of Compliance form and submit the form to the licensor before a full/non-expiring license is issued. The full license will be issued as a non-expiring license. For purposes of entering the first non-expiring license into FamLink the expiration date must be three years minus one day from the issue date of the initial license. Non-Expiring licenses must be updated in FamLink every three years without letting the license in FamLink expire.