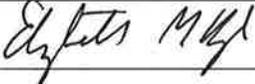


Department of Early Learning

<b>Policy Title:</b>	10.5.1 Background Check Verification in Licensed Facilities		
<b>Procedure:</b>	See Attached		
<b>References:</b>	Corrective Action Plan for Audit Finding: 2007 State Auditor's Office (SAO) Accountability Finding 06-04; RCWS 43.215.200 and 43.215.215; WAC 170-06-0040; WAC 170-151-070(1)(b); WACS 170-151-470(a)(b)(i)&(c)&(4)(b); WAC 170-295-0060 (3); WACS 170-295-7050 (1)(b)&(2)&(3)&(6)(b); WAC 170-296A-1200; 170-296A-1225; 170-296A-1275; 170-296A-1450		
<b>Applies To:</b>	Licensing Staff	<b>Contact:</b>	Licensing Oversight Division
<b>Effective Date:</b>	3/1/12	<b>Review Date:</b>	7/1/13 <b>Created on:</b> 5/1/08
<b>Reviewed:</b>	<input checked="" type="checkbox"/> RAs <input checked="" type="checkbox"/> CCSLA <input checked="" type="checkbox"/> AD		
<b>Other Review (list)</b>			
<b>Director Approved:</b>			

The Department of Early Learning (DEL) is responsible for licensing activities to ensure that standards of health and safety are present in child care facilities in accordance with Washington State law and administrative code (regulations). The term "child care facility" is used to indicate licensed family child care homes, child care centers and school-age programs.

**Purpose**

This policy is required to meet compliance with the Corrective Action Plan for the State Auditor's Office (SAO) Accountability Finding 06-04 regarding the verification of employee background checks in licensed child care facilities.

**Policy**

- I. The Department of Early Learning (DEL) will ensure that child care staff and volunteers who have unsupervised access to children in care have cleared background checks.
- II. DEL staff will verify that one hundred percent of all child care staff and volunteers have a cleared background check, or have submitted the required background check form within 7 days of the first day of employment, date the person moves on the premises or turns 16 years old as applicable.
- III. Nothing in this policy shall be construed as eliminating the requirements under WACS 170-06-0040, 170-151-470(1), 170-295-7050(3) and 170-296-0180(2) (b) that requires cleared background checks before being authorized for unsupervised access to children in care.

**Attachments**

- Background Check Verification Procedure
- School-Age Child Care Center Checklist
- Child Care Center Checklist
- Family Child Care Home Licensing Checklist