

Department of Early Learning

10.2.3

Exception Procedure

1. Exceptions must be initiated in writing by the licensee or potential licensee using 10.9.1.17 Exception Request form prior to the date the exception is needed.
2. Licensing staff will ensure that the 10.9.1.17 Exception Request form has been completed and that it accurately reflects the exception being requested.
3. Licensing staff will contact the provider to ensure they remain in compliance with WAC regulations until a decision has been made. A provider note will be documented in FamLink.
4. Licensing staff must consider the following when reviewing an exception request:
Licensing History: Initial vs. Full License; Complaints – number and findings; Training and staff qualifications; Exception Matrix.
5. Licensors will have ten business days to complete the exception request process and submit the request to their supervisor. The timeframe begins when the exception request has been date stamped by DEL staff and ends when the staff delivers the request to the supervisor. Upon receipt of the returned exemption request form from the Regional Administrator (RA) the licensor will have five days to communicate the outcome to the requestor.
6. Once the licensor portion of the 10.9.1.17 Exception Request form is complete, licensing staff will:
 - a. Recommend approval or denial of the request within 5 business days.
 - b. Sign the 10.9.1.17 Exception Request form.
 - c. Forward the request to the appropriate supervisor.
7. The supervisor will:
 - a. Complete the supervisor portion of the 10.9.1.17 Exception Request Form, and forward to the Regional Administrator (RA) within five business days.
8. The RA, will:
 - a. Review the proposed 10.9.1.17 Exception Request form.
 - b. Complete the RA portion of the Exception Request form within five days.
 - c. Make the final determination
 - d. Scan the 10.9.1.17 Exception Request form and send to the licensor for the licensing file, and to the supervisor to generate the 10.9.1.34 Exception Approval Notification or 10.9.1.35 Exception Denial Notification letter for the licensee.
9. The supervisor will forward a copy of the notification letter to the licensee, licensor, RA, and Licensing Analyst (LA).
10. The licensor will document the decision in a Famlink provider note.
 - a. Approved Exception Requests shall be documented in a FamLink Provider Action.

Definitions

Exception— A deviation from a rule, standard, Washington Administrative code or regulation.