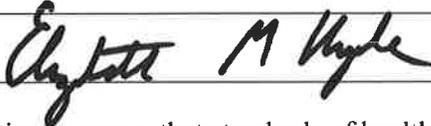


## Department of Early Learning

<b>Policy Title:</b>	10.1.7 No Referral		
<b>Procedure:</b>	Attached		
<b>References:</b>	RCW 43.215.300 (4)(a)(b) and (5)(a)(b), WAC 170-296A-8010		
<b>Applies To:</b>	Licensing Staff	<b>Contact:</b>	Licensing Oversight Division
<b>Effective Date:</b>	8/15/12	<b>Review Date:</b>	8/15/14 <b>Created on:</b> 5/15/10
<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>			

DEL is responsible for licensing activities to ensure that standards of health and safety are present in child care facilities in accordance with WA state regulations. The term “child care facility” is used to indicate licensed family child care homes, child care centers and school-age child care programs.

### Purpose

Clarify and standardize the process of placing a child care facility on a No Referral status. It is intended to provide direction to all licensing staff. Expectations of DEL personnel are clarified in this policy and the attached No Referral Procedure.

### Policy

DEL personnel will adhere to all components of the attached No Referral Procedure. DEL personnel are expected to;

- I. Accurately and in a timely manner:
  - a. Give written notification to the licensee when placing or removing a license on No Referral status.
  - b. Notify local Child Care Aware of WA and Department of Social and Health Services, Economic Services Division (DSHS ESA) when placing or removing a license on No Referral status.
  - c. Notify SSPS Provider File Unit when stop payment is necessary for a facility.
  - d. Maintain DEL management toolkit on No Referral status.
  
- II. Communicate respectfully with:
  - a. The licensee to provide clear communication about the No Referral process.
  - b. Parents or legal guardians if asked to answer questions regarding the No Referral status.
  - c. Child Care Aware of WA and DSHS ESA personnel to ensure that information is current for licensees placed on or removed from No Referral status.

### Attachments

No Referral Procedure  
 Notice of DEL Imposed No Referral Letter  
 Notice of Voluntary No Referral Letter  
 Notice of Return to Referral Status Letter  
 Provider File Action Request Form (DSHS form 06-097)