

Department of Early Learning

10.1.7

No Referral Procedure

1. DEL staff shall provide written notification to the licensee when the licensee is placed on or removed from No Referral Status. Template 10.10.3 Notice of No Referral will be used when placing a facility on no referral status, 10.9.1.28 Notice of Return to Referral Status when the licensee is returned to referral status.
2. DEL licensing staff must put licensees on No Referral status by utilizing the No Referral management function in the toolkit within three business days under the following conditions:
 - a. DEL summarily suspends a child care license.
 - b. DEL suspends and revokes a child care license.
 - c. DEL revokes a license.
3. With the approval of a DEL Regional Administrator, and in consultation with a DEL supervisor, licensing staff may put licensees on No Referral status for the following reasons:
 - a. The child care licensee agrees to a voluntary probationary license and the no referral status is part of the conditions of the probation.
 - b. Consistent with RCW 43.215.300 (4)(a), “if the center or provider has failed or refused to comply with this chapter or rules adopted under this chapter”. For this procedure, licensee applies to terms center or provider.
4. A licensee may request to be on a Voluntary No Referral status. DEL licensing staff must put licensees on the Voluntary No Referral status by utilizing the No Referral management function in the toolkit within three business days.
5. DEL licensing staff must remove licenses from No Referral status within three business days when any of the following conditions occur:
 - a. DEL lifts a suspension or suspension/revocation.
 - b. A probationary license reverts back to a non expiring license, or the provider has met the conditions of the probationary license allowing the no referral to be lifted.
 - c. A currently licensed provider self-imposed the no referral status and requests a return to referral status.
 - d. When directed by the Regional Administrator to remove the license from No Referral.
6. DEL has an option to keep a license on No Referral status if serious licensing violations continue to exist even if an ALJ stays a summary suspension or the provider appeals a revocation.
7. A licensee may ask for a review of the decision when placed on the No Referral status in circumstances that are not subject to any other review process..
8. The review process will follow the second and third level reviews contained within the Supervisory Review Procedure 10.1.4. This means a request for a review of a no referral status will begin with the Regional Administrator, and the final review will rest with the Statewide Childcare Licensing Administrator.