

Provider Supports Subcommittee Virtual Meeting

June 11, 2024

Welcome to today's webinar.



Please remember to mute your phone and computer upon entry.



We will begin shortly. Thank You!

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Virtual Meeting Protocols

Audio and Video Connection

- Throughout the webinar, please mute yourself unless you are speaking or responding to a question.
- We have Q&A portions dedicated throughout the meeting, but feel free to use the chat box to post questions or comments at any time.
- If for any reason you place the call on hold and music begins to play, your call will be disconnected. You are more than welcome to rejoin the meeting once you are available again.
- Individuals using a webcam or video option will be displayed throughout the meeting.

If you have any questions or technical difficulties, please contact us via the chat box or at dcyf.communityengagement@dcyf.wa.gov.



Introductions

When your name is called, please share in the chat:

- Your name,
- Where you are located,
- Name of Center/Agency

Review of Meeting Materials

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ELAC FSKA Recommendation Report Update

DCYF Community Engagement Administrator Erin Kerrigan and
Community Engagement Manager Marlene White

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FSKA Recommendation Report

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Purpose

“Sec 104 sub 2b- (b) Provide recommendations annually to the governor and the legislature, beginning August 31, 2022, regarding the phased implementation of strategies and priorities identified in section 102 of this act;”

- The purpose of this report is to provide recommendations regarding the phased implementation of the 27 strategies and priorities identified in section 102 of the Fair Start for Kids Act



Timeline

- **July 9:** Report Development Session
- **August 6:** ELAC Meeting Executive Session
- **August 13:** Final Report Review
- **August 30:** Report Due



Subsidy Audits

DCYF Child Care Subsidy Administrator Jason Ramynke and
QA Administrator Karin Carter

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Working Connections Child Care (WCCC) Subsidy audits

Presenters:

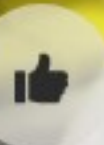
Jason Ramynke,
Child Care Subsidy Administrator

Karin Carter, Child Care Quality Assurance and
Continuous Quality Improvement Administrator

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DCYF must conduct provider payment audits

Entity	Federal Requirement	WAC	RCW
State Auditor's Office (SAO)	CFR 200.501 45 CFR 98.100 RCW 43.09.310 IPIA Audit Requirement		RCW 43.09.310
DCYF- Auditors	45 CFR 98.68 CCDF Plan Section 8.1	110-15-0034 110-15-0275	
DSHS Office of Fraud and Accountability (OFA)	CCDF Plan Section 8.1	110-15-0277	



How are providers selected for audit?

As outlined in the CCDF plan, DCYF conducts both random and focused payment audits.

- Most provider payment audits are completed by the DCYF Quality Assurance (QA) Team.
 - Random audits:
 - Random audits are selected using an automated random provider selection tool.
 - The QA team conducts approximately 220 random audits each month.
 - Focused audits:
 - Focused audits include referrals from licensing or eligibility staff who identify attendance, payment, or billing irregularities.
 - A follow up audit when a provider has identified payment errors in previous audits.
 - The QA team conducts approximately 30 focused audits each month.
- The SAO reviews approximately 200 records per year for the Statewide Single Audit as based on their required audit methodology.

Attendance and other records

DCYF may also request attendance records:

- To confirm a provider has billed correctly when a family has an overpayment
- When conducting a fraud investigation
- As part of licensing inspections

DCYF may also ask for:

- Receipts when reviewing payments for reimbursements.
- Provider policies to confirm private pay practice.
 - Example: Registration fee or field trip fee requirements for all families.

Provider responsibilities.

Provider responsibilities are highlighted in [WAC 110-15-0034](#).

Responsibilities include:

- Following licensing requirements such as capacity, age, and hours of operation.
- Maintaining attendance records using an electronic attendance system.
- Following billing procedures developed by DCYF.
 - DCYF provides billing guides for each provider type online:
 - [Licensed Centers](#)
 - [Licensed Family Homes](#)
 - [Family, Friend, and Neighbor \(FFN\)](#)

What happens when there is an overpayment?

Provider overpayments are also known as vendor overpayments. When there is an overpayment:

- DCYF follows [RCW 41.05A.170](#) when assigning vendor overpayments.
- DCYF contracts with the Office of Financial Recovery (OFR) to provide written notice and collect vendor overpayments.
- OFR will send the legal notice that includes the overpayment amount, reason, and the provider's administrative hearing rights.
- It is important to contact OFR to make payment arrangements.
 - OFR has legal authority to make collections using liens and garnishments.

What do I do if I disagree with my overpayment?

If you disagree with the overpayment, you must request an administrative hearing in a timely manner.

- The administrative hearing is a formal hearing with a judge and both the vendor and DCYF will present their case.
 - DCYF is represented by administrative hearing coordinators, who will also help vendors through the process.
- The judge will schedule a pre-hearing conference prior to the full hearing.
 - During the pre-hearing the judge will confirm representation and the issues at hand.
 - The pre-hearing notice includes information about available legal representation.
 - The DCYF hearing coordinator may also provide information.

More information about the hearing process

Sometimes vendors provide information that allows the agency to modify the overpayment.

- A formal process must be followed to close a hearing request ahead of the hearing.
- The assigned hearing coordinator will help explain options to resolve the hearing.

Resources and Contacts

[DCYF Child Care Subsidy Program Audit and Overpayment FAQ – includes contact information for auditors, hearing coordinators, and the Office of Financial Recovery.](#)

[How to request an administrative hearing.](#)



THANK YOU

Jason Ramynke, Child Care Subsidy Administrator

Jason.Ramynke@dcyf.wa.gov

360-688-0911

Karin Carter, QA/CQI Administrator

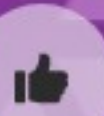
Karin.Carter@dcyf.wa.gov

509-993-0763

Licensing Appeals

DCYF's Senior Child Care Administrator Travis Hansen

www.dcyf.wa.gov



Break

The meeting will resume at 11:30 a.m.



Early Learning Licensing WAC Revisions

DCYF's Child Care Policy and Change Management Specialist Brett Skinner
and Policy and Change Management Program Supervisor Ann Radcliffe

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Child Care WAC Upcoming Changes

Which rules are changing?

Your input is respectfully requested

The process of changing WACs

Next steps

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Ann Radcliffe (Licensing Division Policy Program Supervisor)

Brett Skinner (Child Care Policy Program Manager)

Which WACs are changing, and why?

- 110-300-0106; 110-301-0106 – **Due to a petition**
- 110-300-0358 – (family home child care only) **Due to changes in the residential building code rules**
- 110-300-0331; 110-301-0331; 110-302-0331 – **Due to safety concerns for children**

WAC 110-300-0106; 110-301-0106: Training Requirements (specifically, first-aid and CPR)

WAC 110-300-0106 Training requirements. (1) Early learning providers licensed, working, or volunteering in an early learning program (~~((before the date this section becomes effective))~~) must complete the applicable training requirements of subsections (4) through (11) of this section within three months of the date (~~((this section becomes effective))~~) of hire and prior to working in an unsupervised capacity with children unless otherwise indicated. State or federal rules may require health and safety training described under this chapter to be renewed annually.

WAC 110-300-0106; 110-301-0106: Training Requirements (specifically, first-aid and CPR)

(11) Family home licensees, center directors, assistant directors, program supervisors, lead teachers, assistant teachers, and any other early learning providers counted in staff-to-child ratio, or who could potentially be counted in ratio, must be trained in first-aid and cardiopulmonary resuscitation (CPR).

(a) **At least one early learning provider counted in staff-to-child ratio for each group of children must have a current first-aid and CPR certificate.**

(b) Proof of training can be shown with a certification card, certificate, or instructor letter.

(c) The first-aid and CPR training and certification must:

(i) ~~Be delivered in person and~~ **include** a **live**, hands-on component for first aid and CPR demonstrated in front of an instructor, **either in-person or remotely who is** certified by the American Red Cross, American Heart Association, ~~American Safety and Health~~ **Health and Safety** Institute, or other nationally recognized certification program;

WAC 110-300-0358

Capacity Waiver for Family Home Providers

- **Capacity waivers may be granted for no more than 16 children** in a family home early learning program.
- **Certain criteria must be met** (e.g., provider may not be granted this kind of waiver unless on a non-expiring license)
- **Documentation from the city or county** that states the early learning program space and structures meet local building codes
- **Additional requirements:**
 - Emergency preparedness plan now requires emergency lighting for interior stairs that automatically turns on when the power goes out;
 - Kitchens must have at least one fire extinguisher and a heat detector.

WAC 110-300-0331; 110-301-0331; 110-302-0331

Prohibited Behavior, Discipline, and Physical Removal of Children

Prohibited behavior, discipline, and physical removal of children.

(1) An early learning provider must take steps to prevent and, once aware of, must not tolerate:

(a) Profanity, obscene language, "put downs," or cultural or racial slurs;

(b) Angry or hostile interactions;

(c) Threats of physical harm or inappropriate discipline such as, but not limited to, spanking, biting, jerking, kicking, hitting, slapping, grabbing, shaking, pulling hair, pushing, shoving, throwing a child, or inflicting pain or humiliation as a punishment; ...



WAC 110-300-0331; 110-301-0331; 110-302-0331

Prohibited Behavior, Discipline, and Physical Removal of Children

Prohibited behavior, discipline, and physical removal of children.

(1) An early learning provider, **staff member, or household member is prohibited from using the following behaviors and discipline of children:** ~~must take steps to prevent and, once aware of, must not tolerate:~~

(a) Profanity, obscene language, "put downs," or cultural or racial slurs;

(b) Angry or hostile interactions;

...etc.



WAC Change/ “Rule-Making” Process

- CR-101 Notice of Intent
- Negotiated Rule Making Process – virtual webinar(s) where you can listen and give input
- CR-102 Proposed Rule-Making Notice
- CR-103P Rulemaking Order
- DCYF Rules Website – see “Rule Making” link at the bottom of the DCYF Website
- Subscribe (link below)

https://public.govdelivery.com/accounts/WADEL/subscriber/new?topic_id=WADEL_120

Next Steps

- Does our suggested WAC language meet your needs?
- Do we need to make additional revisions?
- Do you have any questions or concerns?
 - ALL comments are welcome! Positive or negative!
 - You have many ways to give input (webinars, email, phone, etc.)

Contact

dcyf.rulescoordinator@dcyf.wa.gov

Ann.Radcliffe@dcyf.wa.gov

Brett.Skinner@dcyf.wa.gov

Thank you!

Early Learning Budget Concepts – Child Care Complaint Unit

DCYF Assistance Secretary of Licensing Ruben Reeves

www.dcyf.wa.gov



Meeting Follow Up & Closing Remarks

Thank you for your participation today!

Next Meeting:

Wednesday, August 14, 2024

