



Request for Inactive Child Care Status
(for family home and center providers)

WAC 110-300-0016

If a center or family home licensee plans to temporarily close their early learning program for more than thirty calendar days, and this closure is a departure from the program's regular schedule, an early learning provider must submit a notification to go on inactive status to the department at least two business days prior to the planned closure. A licensee may not request inactive status during their first initial licensing period (six months) unless for an emergency.

Early Learning Provider/Program Name	Provider ID	Phone Number
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Date program will temporarily close:	Projected date program will reopen:
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Reason(s) why the program is going on inactive status

- WAC 110-300-0016 requires:
- An early learning provider must inform parents and guardians that the program will temporarily close.
 - An early learning provider is responsible for notifying DCYF of changes to program status including voluntary closures, new household members or staff, or other program changes. Program status updates must also be completed in DCYF's electronic system.
 - Background check rules in chapter 110-06 WAC, including allegations of child abuse or neglect, will remain in effect during inactive status.
 - A licensee is still responsible for maintaining annual compliance requirements during inactive status pursuant to RCW 43.216.305.
 - If inactive status exceeds six months within a twelve-month period, DCYF must close the license for failing to comply with RCW 43.216.305(2). The licensee would then need to reapply for licensing pursuant to RCW 43.216.305(3).
 - When a licensee is ready to reopen after a temporary closure, the licensee must notify DCYF in writing. After receiving notice of intent to reopen, DCYF will conduct a health and safety visit of the early learning program within ten business days to determine that the provider is in compliance with WAC.

I declare this information is true and accurate to the best of my knowledge. I understand that I must notify DCYF in writing when I'm ready to reopen my program, and that a licenser will conduct a site visit to my program to determine compliance with licensing requirements.

Licensee Signature: _____ Date: _____

Print Name: _____