

Department of Early Learning

10.5.1

Background Check Verification Procedure

1. The Department of Early Learning (DEL) licensing staff will compare a list of staff associated with a license from the DEL Background Check Application (located on the Insider portal) with a list of employees, volunteers and others associated with the license provided by the licensee.
2. Licensing staff must record child care center, family home and school age staff's first and last names on licensing checklists, when reviewing personnel files on licensing visits.
3. If child care employees, volunteers and others associated with the license do not have a background clearance or evidence of one in progress, licensing staff will check for documentation of background check submission.
4. If the licensee cannot provide documentation of background check submission (and the staff persons are on-site at the time of the visit), the background check form will be completed immediately and given to the licensor. A compliance agreement will be completed and issued.
5. If the licensee cannot provide documentation of background check submission (and the staff persons are not on site at the time of the visit), licensor will issue a compliance agreement requiring submission of background checks within seven (7) business days. The compliance agreement will note that staff will not have unsupervised access to children until their background checks have been cleared.
6. Licensor will follow up to verify the submission of the background check form within fourteen (14) business days of the visit by checking the DEL Background Check Form for names of staff needing background check clearance.
7. For any repeat WAC violations of timely submission, licensors will issue a civil penalty. Licensors will refer to and follow the Civil Penalty Policy and Procedure.

Definitions

Others associated with the license: This includes principles of a firm, partnership, association or corporation, owners and of child care centers, school age programs and family child care household members 16 and older.

Unsupervised Access: An individual will or may have the opportunity to be alone with a child in child care at any time for any length of time; and access that is not within constant visual and auditory range of the licensee, an employee authorized by DEL, nor a relative or guardian of the child in child care. WAC 170-06-0020 (10) (a) (b).