

PROCEDURE

Cancels: PRO 10.1.18.T Maintaining Equitable Caseloads

See also: POL 10.1.18; RCW 43.216; 110-300; 110-301

Approved by: Travis Hansen

PRO 10.1.18 MAINTAINING EQUITABLE AND EFFECTIVE CHILD CARE LICENSING CASELOADS

Action by:

Action:

Supervisor

1. **Receives** notice that an early learning or school-age provider/applicant is ready for assignment or **receives** notice from Area Administrator that caseloads should be rebalanced.

2. **Reviews** current caseloads and **assigns** early learning or school-age providers/applicants to Licensors.

2a. **Sends** written justification to Area Administrator if:

- Caseload(s) do not ensure timely and effective health and safety monitoring.
- Caseload(s) are not equitable.
- Requested by Area Administrator.

Area

Administrator

3. **Reviews** caseload equity and effectiveness and any written justification from Supervisor.

4. **Approves** or **consults** with Supervisor on the equity plan and/or caseload effectiveness measures until caseloads are balanced.