




Washington State Department of
CHILDREN, YOUTH & FAMILIES

CHILD CARE LICENSING
PRACTICE MEMO

Date: November 29, 2022
To: Child Care Licensing Staff
From: Travis Hansen, Senior Child Care Administrator 
Subject: **POL and PRO 10.1.21, Managing Child Care Inspection Reports**
Purpose: To provide guidance around inspection report verification for initial to full inspections
RCW: 43.216
WAC: 110-300; 110-301; 110-300E
Related Policies: N/A

Policy:

9. DCYF Must Verify Immediate, Serious, and Short-Term Violations Are Corrected.
- For initial-to-full inspections only, long-term violations must also be verified.

Procedure:

Action by:	Action:
Licensors	<p>9. Determines if health and safety recheck is required. If an issue of non-compliance is corrected during the licensing visit, a compliance verification for that specific WAC is not required. Exception: see 10.1.16 Managing Child Care Safe Sleep Practices. All non-compliance issues including technical assistance need to be corrected and verified before issuing a non-expiring license. An initial license may be issued while a provider is working towards compliance on a case by case basis with Supervisor approval and a note in WA Compass.</p> <p>a. Immediate concerns must verify compliance on site as soon as possible but no later than 5 business days from date of non-compliance. Discuss violation and recheck schedule with Supervisor.</p> <p>b. Serious concerns must verify compliance within 10 business days from date of</p>

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| | <p>non-compliance. Discuss violation and recheck schedule with Supervisor.</p> <ul style="list-style-type: none">c. Short term concerns must verify compliance within 15 business days from date of non-complianced. Long term concerns must be verified for initial-to-full inspections only. Long term concerns for other inspections do not require a Licensor recheck. |
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If you have any questions about this practice memo, please contact your supervisor.

Thank you,

Travis Hansen



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