




Washington State Department of
CHILDREN, YOUTH & FAMILIES

CHILD CARE LICENSING
PRACTICE MEMO

Date: November 30, 2022

To: Child Care Licensing Staff

From: Travis Hansen, Senior Child Care Administrator 

Subject: **Enforcement Actions (Suspensions, Revocations, Civil Penalties, Probation, Modifications)**

Purpose: To provide guidance around enforcement practices

RCW: 43.216

WAC: 110-300; 110-301; 110-305; 110-300E

Related Policies: POL/PRO 10.2.1; POL/PRO 10.2.2; POL/PRO 10.2.5; POL/PRO 10.2.7; POL/PRO 10.2.10;

Background: The related policies and procedures are still in effect. This memo is to provide guidance around updated enforcement practices that will be used during the WAC/Policy moratorium.

Policy:

1. Child Care Licensing Administrator or Senior Licensing Administrator Must Approve All Enforcement Actions

Procedure:

1. The Supervisor will schedule a meeting with Licensor, Area Administrator, Legal Letter Specialist (LLS) and Child Care Licensing Administrator or Senior Licensing Administrator whether to proceed with all enforcement actions.
2. Legal Letter Specialist will prepare Suspension, Revocation, Probationary, Modification and Civil Penalty enforcement action letters. LLS will work with AAG as needed. LLS will not prepare Summary Suspension letters. Licensing staff assigned to the Provider will continue to write these as needed.
3. Licensing staff will notify the following groups after an enforcement action is given or rescinded/lifted (Suspension, Revocation, Probation, Modification):
 - a. Subsidy: Uses Provider File Action Request ProviderFileUnit@dshs.wa.gov, ProviderHelpMailbox@dshs.wa.gov
 - b. Local Child Care Aware
 - c. Local Early Achievers
 - d. Tribal Child Care (if also regulated by tribe)
 - e. Military Child Care (if also regulated by military)

- f. Local Food program
- g. ECEAP

If you have any questions about this practice memo, please contact your supervisor.

Thank you,

Travis Hansen



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