



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: **POL, PRO and TSK 10.1.31, Processing License Transfer Applications**
Purpose: To provide guidance around child care license transfers
RCW: 43.216
WAC: 110-300; 110-301; 110-305; 110-300E
Related Policies: POL 10.1.31; PRO 10.1.31; TSK 10.1.31;

Background: The related policy and procedure are still in effect. This memo replaces TSK 10.1.31 to provide guidance around updated transfer license practices that will be used during the WAC/Policy moratorium.

Policy:

- 1. No changes at this time.

Procedure:

- 1. No changes at this time.

Task: After receiving the child care license transfer application:

Action by:	Action:
Support Staff	1. Reviews the application for completeness and processes within five business days unless approved by a Supervisor. A completed application, includes: the initial license application in WA Compass. <ul style="list-style-type: none"> a. Completed and signed application forms (Forms 15-853 and 15-854: these will be uploaded into WA Compass) b. Certificate of attending orientation or verification in MERIT (completed up to 12 months prior to application submission date) c. A Washington state business license or a tribal, county, or city business or occupation license, if applicable d. Proof of liability insurance, if applicable e. Certificate of incorporation, partnership agreement or similar, if applicable f. Copy of applicant’s current government issued photo ID

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	<p>g. Copy of applicant’s Social Security Card or sworn declaration stating applicant doesn’t have one</p> <p>h. Resume for applicant</p> <p>i. Employee Identification number, if applicant plans to hire staff</p> <p>j. Applicant’s employment and education verification – copy of diploma, transcripts, or sworn declaration stating that the applicant cannot verify education requirements or verification in MERIT</p> <p>In addition, if the applicant is changing or updating the originally licensed child care program operations, physical indoor or outdoor environment, a complete application packet must also include:</p> <p>l. A resume for newly hired person filling any of these positions:</p> <ul style="list-style-type: none"> i. Family Home: lead teacher ii. Child Care Center: director, assistant director, program supervisor iii. School-Age Program: program director and site director <p>m. If processing an application packet and it is complete, continues to step 2.</p> <p>n. If processing a paper application that is not complete, sends <i>DCYF 15-851 Incomplete Application For Transfer of Child Care License</i> and any submitted items to the applicant and exits this procedure.</p>
	<p>2. Enters application information into FamLink and WA Compass within five business days of date received per WA Compass User Manual. This starts the 90-day application window. Uploads* application form, <i>15-853 Intent to Transfer Child Care License or Certification, State Fire Marshal Forms, Certificate of Occupancy and floor plan</i> into WA Compass per WA Compass User manual.</p> <p>a. If all required items are received, places all other items not uploaded into hard copy file.</p>
	<p>3. Documents in WA Compass that the completed application was received within 10 business days.</p>
	<p>4. Submits <i>DSHS 06-097 Provider File Action Request (PFAR)</i> to request a new SSPS number if applicable.</p>
	<p>5. Notifies assigned Licensor that application is ready for review, and reminds Licensor to complete and send applicant <i>DCYF 15-849 Application for Transfer of Child Care License Received</i>.</p>

* **Uploads** - This process requires documents to be scanned to computer desktop, uploaded into WA Compass and deleted from the desktop after upload.

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

Thank you,

Travis Hansen

