



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

CHILD CARE LICENSING  
PRACTICE MEMO

**Date:** August 8, 2022

**To:** Child Care Licensing Staff

**From:** Travis Hansen, Senior Child Care Administrator

**Subject:** **POL and PRO 10.1.32, Distributing Child Care Applications Equitably**

**Purpose:** To provide guidance around coordination and equitable distribution of work across Child Care Support Staff for the application process

**RCW:** 43.216

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

**Related Policies:** PRO 10.1.32; POL 10.1.12; TSK10.1.12A; TSK 10.1.12B; TSK 10.1.12C

**Policy:**

1. The Statewide Child Care Administrator or designee will create and maintain groups of office pods.
  - a. The pods will provide easier coordination and equitable distribution of work across Support Staff.
  - b. Each pod will have:
    - i. Similar total rates of new applications coming in.
    - ii. Some alignment based on geography and languages.
    - iii. A Support Staff Pod Lead.
2. Applications will be distributed in pods to make work equitable.
3. Paper applications will remain with the office by which they are received.
4. Family Home move applications will remain with the office by which they are received.
5. Center and School-Age move applications will be distributed equitably.
6. Outdoor Nature-based or pilot applications may be assigned separately.
7. Area Administrators will meet quarterly to review this policy and its impacts.

**Procedure:**

<b>Action by:</b>	<b>Action:</b>
Support Staff	1. <b>Receives</b> the initial license application in WA Compass.
Pod Lead	

2. **Reviews** Submitted and In-Review Report and Statewide Admin Dashboard for new applications each morning.

3. **Communicates** with Support Staff as needed for:

- a. Applicants resubmitting
- b. Family Home moves
- c. Paper applications
- d. Pilot applications

4. **Assigns** applications equally to Support Staff in their pods.

- a. If language access is needed, **assigns** to appropriate Support Staff if possible.
- b. If daily assignments are equitable, **assigns** to home office.\*
- c. If support is needed for equitable assignment, **contacts** applicant home office supervisor.
- d. If applications are not in process within five business days by assigned Support Staff, **contacts** Supervisor or AA for support.

Support Staff

5. **Processes** applications per PRO 10.1.12 Issuing Child Care Licenses.

- a. If application is rejected, **notifies** Pod Lead that staff will continue to work with the provider.

6. **Emails** home office supervisor that application is completed for licensure assignment.

\* **A home office** is the local office or licensing team normally assigned to the applicant.

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

Thank you,

Travis



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