

**From:** [Williams, Jennifer D \(DCYF\)](#)  
**To:** [Parvin, Chris \(DCYF\)](#)  
**Subject:** FW: Background checks: Background info for our outreach team?  
**Date:** Wednesday, February 2, 2022 3:04:34 PM  
**Attachments:** [Background check waiver extension request 9 3 2021.pdf](#)  
[09 03 21 CCDF Waiver Delta Variant.pdf](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[DCYF Background Check Memo January 2020.pdf](#)

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**From:** Stokes, Genevieve (DCYF)  
**Sent:** Wednesday, February 2, 2022 11:13 AM  
**To:** Williams, Jennifer D (DCYF) <jennifer.williams@dcyf.wa.gov>; Rose, Nicole (DCYF) <nicole.rose@dcyf.wa.gov>  
**Cc:** Krutsinger, Allison (DCYF) <allison.krutsinger@dcyf.wa.gov>  
**Subject:** FW: Background checks: Background info for our outreach team?

Hey there,

Adding Jennifer and removing Sydney for the moment. I don't think I have the document that Sydney is referring to – do either of you?

**Genevieve Stokes | Government Affairs Advisor**

Government Affairs and Community Relations

1500 Jefferson St

Olympia, WA 98501

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

[genevieve.stokes@dcyf.wa.gov](mailto:genevieve.stokes@dcyf.wa.gov) | 360.529.6318



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**From:** Forrester, Sydney (GOV) <[sydney.forrester@gov.wa.gov](mailto:sydney.forrester@gov.wa.gov)>  
**Sent:** Wednesday, February 2, 2022 10:55 AM  
**To:** Stokes, Genevieve (DCYF) <[genevieve.stokes@dcyf.wa.gov](mailto:genevieve.stokes@dcyf.wa.gov)>  
**Cc:** Krutsinger, Allison (DCYF) <[allison.krutsinger@dcyf.wa.gov](mailto:allison.krutsinger@dcyf.wa.gov)>; Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Subject:** Background checks: Background info for our outreach team?

Hi, all. I'm needing to provide some basic info to one of our outreach team who has been hearing a lot about the timing for completion of background checks for child care, and I'd like to make sure I provide the most up-to-date info. I have already shared some general info, including steps the agency has taken re: extending the waiver during the emergency to allow supervised work pending completion, and the provision in Governor's budget to pay the fees in order to help reduce time to completion. I also have explained the constraints of our state's current system and that there is some legislative interest in creating a central system for criminal background checks.

The attached memo (Jan 2020) is a pretty good context but is a bit outdated. At one point last year I had a hardcopy doc (can't recall who sent it and can't find it in my vault – ugh!) that was shorter (under 2 pages, I recall) than the attached memo, described the limitations of the current system, and I think it spoke directly to the issue of why the OSPI system is not an option for the background

checks DCYF must conduct. I think that doc might have been developed around same time as agency's efforts to obtain Region X support for extending the waiver during the emergency (attached letters). If anyone can locate that doc, I'd be super grateful.

Thanks!

Sydney Forrester

Senior Policy Advisor, Human Services

Office of Governor Jay Inslee

**360-867-8212**

**LATEST COVID-19 UPDATES & RESOURCES:**

<https://coronavirus.wa.gov/>

[www.governor.wa.gov](http://www.governor.wa.gov)



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**From:** [Williams, Jennifer D \(DCYF\)](#)  
**To:** [Stokes, Genevieve \(DCYF\)](#); [Rose, Nicole \(DCYF\)](#)  
**Cc:** [Krutsinger, Allison \(DCYF\)](#)  
**Subject:** RE: Background checks: Background info for our outreach team?  
**Date:** Wednesday, February 2, 2022 12:44:59 PM  
**Attachments:** [RE Background ChecksHS.msg](#)  
[DCYF and OSPI fingerprint sharing issue.docx](#)  
[image007.png](#)  
[image010.png](#)  
[image013.png](#)  
[image014.png](#)  
[image015.png](#)  
[image016.png](#)  
[image017.png](#)

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I am not sure if any of these documents are official publications, but these were the documents Nicole provided to a meeting we had with ACF. One of the documents I pulled out and attached separately addresses the DCYF and OSPI fingerprint issue. Topic of this paper is **ISSUE:** DCYF cannot accept OSPI fingerprint results to meet its background check requirements.

Again, not necessarily official documents, but could be reviewed to share on the topic.

Let me know if I should reach out to Chris for something “more official.”

v/r

***Jennifer D. Williams, JD (she/her/hers)***

Director of Administrative Services

Department of Children, Youth, and Families | [www.dcyf.wa.gov](http://www.dcyf.wa.gov)

Cell: 360-464-0432 | [jennifer.williams@dcyf.wa.gov](mailto:jennifer.williams@dcyf.wa.gov)

Mailing: PO Box 40983 | Olympia, WA 98504-0983

**Assistant: Yolanda Singleton** | [yolanda.singleton@dcyf.wa.gov](mailto:yolanda.singleton@dcyf.wa.gov)

***Protect children and strengthen families so they flourish***



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

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**From:** Stokes, Genevieve (DCYF)

**Sent:** Wednesday, February 2, 2022 12:06 PM

**To:** Williams, Jennifer D (DCYF) <[jennifer.williams@dcyf.wa.gov](mailto:jennifer.williams@dcyf.wa.gov)>; Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Cc:** Krutsinger, Allison (DCYF) <[allison.krutsinger@dcyf.wa.gov](mailto:allison.krutsinger@dcyf.wa.gov)>

**Subject:** FW: Background checks: Background info for our outreach team?

[More context from Sydney:](#)

I have located the doc I was remembering – I have only a hardcopy, and am interested in an electronic copy IF it's not too cumbersome to locate. Below is how the top of the doc reads. It's one page and is not numbered so I think it is not part of a larger doc.

**ISSUE:** [DCYF cannot accept OSPI fingerprint results to meet its background check requirements.](#)

AND – anything else you have already prepared re: background check processing times that is more up-to-date than the Jan 2020 memo would also be welcome.

[She needs this by Friday. Thanks!](#)

**Genevieve Stokes | Government Affairs Advisor**

Government Affairs and Community Relations

1500 Jefferson St

Olympia, WA 98501

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

---

**From:** Stokes, Genevieve (DCYF)

**Sent:** Wednesday, February 2, 2022 11:13 AM

**To:** Williams, Jennifer D (DCYF) <[jennifer.williams@dcyf.wa.gov](mailto:jennifer.williams@dcyf.wa.gov)>; Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Cc:** Krutsinger, Allison (DCYF) <[Allison.Krutsinger@dcyf.wa.gov](mailto:Allison.Krutsinger@dcyf.wa.gov)>

**Subject:** FW: Background checks: Background info for our outreach team?

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**Genevieve Stokes | Government Affairs Advisor**

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Olympia, WA 98501

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Washington State Department of  
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---

**From:** Forrester, Sydney (GOV) <[sydney.forrester@gov.wa.gov](mailto:sydney.forrester@gov.wa.gov)>

**Sent:** Wednesday, February 2, 2022 10:55 AM

**To:** Stokes, Genevieve (DCYF) <[genevieve.stokes@dcyf.wa.gov](mailto:genevieve.stokes@dcyf.wa.gov)>

**Cc:** Krutsinger, Allison (DCYF) <[allison.krutsinger@dcyf.wa.gov](mailto:allison.krutsinger@dcyf.wa.gov)>; Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

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Thanks!

Sydney Forrester  
Senior Policy Advisor, Human Services  
Office of Governor Jay Inslee

**360-867-8212**

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**From:** [Forrester, Sydney \(GOV\)](#)  
**To:** [Stokes, Genevieve \(DCYF\)](#)  
**Subject:** FW: Background checks: Background info for our outreach team?  
**Date:** Wednesday, February 2, 2022 11:22:51 AM  
**Attachments:** [Background check waiver extension request 9 3 2021.pdf](#)  
[09 03 21 CCDF Waiver Delta Variant.pdf](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[DCYF Background Check Memo January 2020.pdf](#)

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I think the doc I'm looking for was prepared for the provider audience and it may have been developed partly in response to the many solutions that have been proposed to reduce the time for completion.

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**From:** Forrester, Sydney (GOV)  
**Sent:** Wednesday, February 2, 2022 10:55 AM  
**To:** Stokes, Genevieve (DCYF) <genevieve.stokes@dcyf.wa.gov>  
**Cc:** Krutsinger, Allison (DCYF) <allison.krutsinger@dcyf.wa.gov>; Rose, Nicole (DCYF) <nicole.rose@dcyf.wa.gov>  
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Thanks!

Sydney Forrester

Senior Policy Advisor, Human Services

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[www.governor.wa.gov](http://www.governor.wa.gov)



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**From:** [Niemela, Stefanie \(DCYF\)](#)  
**To:** [Prince, Jordan \(SAO\)](#)  
**Cc:** [Niemela, Stefanie \(DCYF\)](#); [Hutchinson, Michael \(SAO\)](#); [Fullum, Tom \(SAO\)](#)  
**Subject:** SWSA21 - Foster Care FW: Waiver with ACF for IV-E  
**Date:** Tuesday, January 18, 2022 8:23 00 AM  
**Attachments:** [image002.png](#)  
[RF Request for IV-E Flexibilities per PI 20-10.msg](#)  
[Request for IV-E Flexibilities per PI 20-10.msg](#)

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**From:** Tang, Hung (DCYF)  
**Sent:** Thursday, September 2, 2021 3:08 PM  
**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>  
**Subject:** RE: Waiver with ACF for IV-E

Hi Chris,

Yes we did request this flexibility allowed under the Stafford act. Below is a snip from PI 20-10 showing one of the IV-E flexibilities we requested. I've attached the request to ACF and their acknowledgement of the request (flexibilities are approved when request is received by ACF). The flexibilities are in effect until the end of the disaster period/pandemic.

Let me know if you have any other questions.

Hung

**Provisional Licensure for Foster Family Homes**

A title IV-E agency only may claim title IV-E reimbursement on behalf of an otherwise eligible child who is placed in a licensed or approved foster family home in accordance with §472(c)(1)(A)(i) of the Act and 45 CFR 1355.20(a). However, the title IV-E agency may request flexibility under the Stafford Act to allow claiming of

2

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title IV-E reimbursement on behalf of an otherwise eligible child who is placed in a foster family home that is provisionally or conditionally approved or licensed, if the declared major disaster precludes full completion of the licensing process. The title IV-E agency must complete as many of the requirements for licensure as practicable, taking into account local requirements related to physical/social distancing guidelines and shelter in place orders. The title IV-E agency must complete any remaining licensing requirements as soon as it is safe to do so in accordance with local and state health authorities. The title IV-E agency also must ensure that the foster family home is safe for children.

**Hung Tang**

Financial and Business Services Division | State Plans Manager  
Department of Children, Youth, and Families  
[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov) Cell: (206) 450-0730

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**From:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Sent:** Thursday, September 2, 2021 2:40 PM

**To:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>

**Subject:** Waiver with ACF for IV-E

Hi Hung,

I oversee our background check work and we're coming to an anticipated end to the governor's state of emergency. Within that plan, there was Proclamation 20-31 that gave us temporary relief to the fingerprint requirement. We have verification from ACF Office of Child Care that they acknowledge our state's proclamation and they granted us a waiver for the same on the federal level.

My question for you is did we request a similar waiver from ACF for IV-E. My ask is more for our group care applicants.

Any information you may have is appreciated and thank you!

Chris

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division  
Cell 360-890-0464



**From:** [Rose, Nicole \(DCYF\)](#)  
**To:** [Katy Warren](#); [Joel Ryan](#)  
**Cc:** [April Messenger](#)  
**Subject:** FW: Background Checks/HS  
**Date:** Monday, November 22, 2021 2:12:00 PM  
**Attachments:** [09 03 21 CCDF Waiver Delta Variant.pdf](#)  
[Background check waiver extension request 9 3 2021.pdf](#)  
[DCYF and OSPI fingerprint sharing issue.docx](#)  
[CCDF Provisional Background Check Request.docx](#)

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Sharing with you.

*Nicole*

Nicole Rose

Assistant Secretary of Early Learning

Department of Children, Youth, and Families

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | 📞 (360)407-3697 | Cell (360) 333-9802

Pronouns: she/her/hers



Washington State Department of  
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**From:** Rose, Nicole (DCYF)  
**Sent:** Thursday, November 18, 2021 4:07 PM  
**To:** Bohanon, Kelli (DCYF) <kelli.bohanon@dcyf.wa.gov>; Garland, Cathy (DCYF) <cathy.garland@dcyf.wa.gov>; 'Schuknecht, Kathy (ACF)' <Kathy.Schuknecht@ACF.hhs.gov>; 'Tuttle, Deana (ACF)' <Deana.Tuttle@acf.hhs.gov>; Parvin, Chris (DCYF) <chris.parvin@dcyf.wa.gov>  
**Cc:** Williams, Jennifer D (DCYF) <jennifer.williams@dcyf.wa.gov>; Canzater, Tanesha La'Trelle (ACF) <Tanesha.Canzater@ACF.hhs.gov>  
**Subject:** RE: Background Checks/HS

Hi All –

Thanks for the conversation today on background checks. Attached are several documents we referenced today, including the two requests that went to Region X OCC.

The group decided on the following next steps:

- Create a FAQ about background checks, that includes timelines for each step in WA and Head Start requirements – Cathy will start this and share with this group.
- Discussed doing a webinar for Head Start grantees to help them understand the Washington context for background checks.
- Look at the OSPI background checks and see if that meets the Head Start requirements that went into effect in October.
- We also agreed that when we are sending in waivers or letters to OCC, we will also send to Kathy S, as many grantees are also licensed.

Here is the link to our DCYF background check page - [Background Check Requirements | Washington State Department of Children, Youth, and Families](#)

Please let me know if I missed anything in our agreed upon next steps.

Thanks again for taking the time to meet today.

Best,



Nicole

Nicole Rose

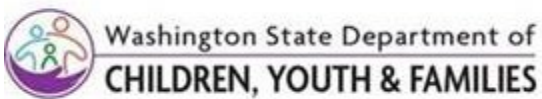
Assistant Secretary of Early Learning

Department of Children, Youth, and Families

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | ☎ (360)407-3697 | Cell (360) 333-9802

Pronouns: she/her/hers



-----Original Appointment-----

**From:** Bohanon, Kelli (DCYF)

**Sent:** Tuesday, November 9, 2021 10:05 AM

**To:** Bohanon, Kelli (DCYF); Garland, Cathy (DCYF); 'Schuknecht, Kathy (ACF)'; 'Tuttle, Deana (ACF)'; Rose, Nicole (DCYF); Parvin, Chris (DCYF)

**Cc:** Williams, Jennifer D (DCYF); Canzater, Tanesha La'Trelle (ACF)

**Subject:** Background Checks/HS

**When:** Thursday, November 18, 2021 3:00 PM-4:00 PM (UTC-08:00) Pacific Time (US & Canada).

**Where:** <https://dcyf.zoom.us/j/89315417220?pwd=dVE1djNXUfYm0haSHBrY09odm1HUT09>

**Importance:** High

Updated with agenda & link for reference: <https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/1302-90-personnel-policies>

KB HOST/Shannon Bergquist is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

**RCW 42.56.420(4)**

Meeting ID: **RCW 42.56.420(4)**

Passcode: **RCW 42.56.420(4)**

One tap mobile

+12532158782,,89315417220#,,, \*381572# US (Tacoma)

+12133388477,,89315417220#,,, \*381572# US (Los Angeles)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 213 338 8477 US (Los Angeles)

Meeting ID: **RCW 42.56.420(4)**

Passcode: **RCW 42.56.420(4)**

Find your local number: <https://dcyf.zoom.us/j/kkDYyQFoW>

Join by Skype for Business

<https://dcyf.zoom.us/skype/89315417220>

**From:** [Parvin, Chris \(DCYF\)](#)  
**To:** [Reeves, Ruben \(DCYF\)](#); [Mathis, Shannon \(DCYF\)](#)  
**Cc:** [Niemela, Stefanie \(DCYF\)](#); [McKeown, Pamela \(DCYF\)](#)  
**Subject:** RE: Provisional Licensing of Group Homes  
**Date:** Monday, October 18, 2021 2:37:06 PM  
**Attachments:** [RE Waiver with ACF for IV-E.msg](#)

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Hello All,

Attached are a couple of emails that verifies we are allowed to approve individuals without the completion of fingerprints through the state of emergency.

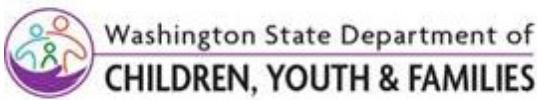
Hope that helps!

Chris

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division

Cell 360-890-0464



---

**From:** Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>  
**Sent:** Monday, October 18, 2021 2:21 PM  
**To:** Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>  
**Cc:** Niemela, Stefanie (DCYF) <[Stefanie.Niemela@dcyf.wa.gov](mailto:Stefanie.Niemela@dcyf.wa.gov)>; McKeown, Pamela (DCYF) <[pamela.mckeown@dcyf.wa.gov](mailto:pamela.mckeown@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>  
**Subject:** RE: Provisional Licensing of Group Homes

Hi Shannon,

Yes, we stopped allowing provisional hires effective July 1<sup>st</sup>, 2019. I attached the communication that went out on this. However, on the onset of the pandemic and the Governor's State of Emergency, we have allowed staff to work in licensed group care facilities prior to receiving their fingerprints because for a long time we didn't have any vendors doing them. As of today, we are still allowing them due to the State of Emergency and that decision was made by DCYF leadership. Let me know if you want to chat about this. I have also included Pam and Chris on this email for any clarification.

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**From:** Mathis, Shannon (DCYF)  
**Sent:** Monday, October 18, 2021 2:05 PM  
**To:** Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>  
**Cc:** Niemela, Stefanie (DCYF) <[Stefanie.Niemela@dcyf.wa.gov](mailto:Stefanie.Niemela@dcyf.wa.gov)>  
**Subject:** FW: Provisional Licensing of Group Homes  
**Importance:** High

Hi Ruben,

Didn't we stop allowing provisional hires for our licensed facilities? Wasn't there a pause on that during the Pandemic that expired 9/30/2021 so we're back to not having providers "hire" until the completed background check is done?

Can you please help remind me and Stefanie what the pre-Pandemic process was including updating any contracts to specify provisional hires are not allowed.

HELP and thank you for the education!  
Shannon Mathis, MPA  
Finance Strategic Operations Director  
Department of Children, Youth and Families (DCYF)  
(360)725-4920 (desk)  
(360)972-0139 (cell)

---

**From:** Moses, Ken (DCYF)  
**Sent:** Monday, October 18, 2021 1:57 PM  
**To:** Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Cotter, Stephen (DCYF) <[stephen.cotter@dcyf.wa.gov](mailto:stephen.cotter@dcyf.wa.gov)>; Niemela, Stefanie (DCYF) <[Stefanie.Niemela@dcyf.wa.gov](mailto:Stefanie.Niemela@dcyf.wa.gov)>; Newkirk, Rene M (DCYF) <[rene.newkirk@dcyf.wa.gov](mailto:rene.newkirk@dcyf.wa.gov)>  
**Subject:** FW: Provisional Licensing of Group Homes

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**From:** Morrison, Chris (DCYF) <[chris.morrison@dcyf.wa.gov](mailto:chris.morrison@dcyf.wa.gov)>  
**Sent:** Monday, October 18, 2021 10:56 AM  
**To:** Moses, Ken (DCYF) <[ken.moses@dcyf.wa.gov](mailto:ken.moses@dcyf.wa.gov)>  
**Subject:** FW: Provisional Licensing of Group Homes  
[I hadn't heard anything related to this – you?](#)

---

**From:** Ensley, Robert (DCYF) <[robert.ensley@dcyf.wa.gov](mailto:robert.ensley@dcyf.wa.gov)>  
**Sent:** Monday, October 18, 2021 9:35 AM  
**To:** Morrison, Chris (DCYF) <[chris.morrison@dcyf.wa.gov](mailto:chris.morrison@dcyf.wa.gov)>  
**Subject:** Provisional Licensing of Group Homes

Hi Chris,

I am hearing inklings that we have something in the neighborhood of 40 million that we need to pay back for attempting to “provisionally license” group homes.

Our involvement is that we may need to disclaim payments on these facilities that were not fully licensed. We certainly need to know if there is an impact moving forward.

Can you add any new information to this?

Thanks much. – Bob

Robert Ensley  
Manager, Federal Funding  
Department of Children, Youth & Families  
505 Union Ave SE, Suite 250  
Olympia WA 98501  
[www.dcyf.wa.gov](http://www.dcyf.wa.gov)  
[Robert.Ensley@dcyf.wa.gov](mailto:Robert.Ensley@dcyf.wa.gov) | Cell [\(360\) 480-6549](tel:3604806549)

**From:** [Parvin, Chris \(DCYF\)](#)  
**To:** [Tang, Hung \(DCYF\)](#)  
**Cc:** [Newkirk, Rene M \(DCYF\)](#)  
**Subject:** RE: Waiver with ACF for IV-E  
**Date:** Friday, October 1, 2021 2:54:48 PM  
**Attachments:** [RF Waiver Extension Guidance.msg](#)  
[image002.png](#)

---

Hi Hung,

I believe the attached email is what you need, but let me know if it is not.

Chris

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division

Cell 360-890-0464



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

---

**From:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>  
**Sent:** Friday, October 1, 2021 2:42 PM  
**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>  
**Cc:** Newkirk, Rene M (DCYF) <[rene.newkirk@dcyf.wa.gov](mailto:rene.newkirk@dcyf.wa.gov)>  
**Subject:** FW: Waiver with ACF for IV-E

Hey Chris,

Can you send us a copy of the childcare background check waiver approval? I just remembered from our email exchange on this topic that you have a copy of the waiver approval.

Thanks!

**Hung Tang**

Financial and Business Services Division | State Plans Manager

Department of Children, Youth, and Families

[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov) Cell: (206) 450-0730

---

**From:** Tang, Hung (DCYF)  
**Sent:** Thursday, September 2, 2021 3:07 PM  
**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>  
**Subject:** RE: Waiver with ACF for IV-E

Hi Chris,

Yes we did request this flexibility allowed under the Stafford act. Below is a snip from PI 20-10 showing one of the IV-E flexibilities we requested. I've attached the request to ACF and their acknowledgement of the request (flexibilities are approved when request is received by ACF). The flexibilities are in effect until the end of the disaster period/pandemic.

Let me know if you have any other questions.

Hung

**Provisional Licensure for Foster Family Homes**

A title IV-E agency only may claim title IV-E reimbursement on behalf of an otherwise eligible child who is placed in a licensed or approved foster family home in accordance with §472(c)(1)(A)(i) of the Act and 45 CFR 1355.20(a). However, the title IV-E agency may request flexibility under the Stafford Act to allow claiming of

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title IV-E reimbursement on behalf of an otherwise eligible child who is placed in a foster family home that is provisionally or conditionally approved or licensed, if the declared major disaster precludes full completion of the licensing process. The title IV-E agency must complete as many of the requirements for licensure as practicable, taking into account local requirements related to physical/social distancing guidelines and shelter in place orders. The title IV-E agency must complete any remaining licensing requirements as soon as it is safe to do so in accordance with local and state health authorities. The title IV-E agency also must ensure that the foster family home is safe for children.

**Hung Tang**

Financial and Business Services Division | State Plans Manager

Department of Children, Youth, and Families

[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov) Cell: (206) 450-0730

---

**From:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Sent:** Thursday, September 2, 2021 2:40 PM

**To:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>

**Subject:** Waiver with ACF for IV-E

Hi Hung,

I oversee our background check work and we're coming to an anticipated end to the governor's state of emergency. Within that plan, there was Proclamation 20-31 that gave us temporary relief to the fingerprint requirement. We have verification from ACF Office of Child Care that they acknowledge our state's proclamation and they granted us a waiver for the same on the federal level.

My question for you is did we request a similar waiver from ACF for IV-E. My ask is more for our group care applicants.

Any information you may have is appreciated and thank you!

Chris

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division

Cell 360-890-0464



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

**From:** [Tang, Hung \(DCYF\)](#)  
**To:** [Newkirk, Rene M \(DCYF\)](#)  
**Subject:** RE: Background Checks for Child Care and Early Learning Providers | Spanish | Somali  
**Date:** Friday, October 1, 2021 2:36:14 PM  
**Attachments:** [RE Waiver with ACF for IV-E.msg](#)

---

Okay, got it. I do have some of that, but it's specific to foster homes. I did have an email exchange with Chris about this last month (attached), and he did say that he has the childcare background check waiver granted by ACF. I'll check with him and try to get a copy.

**Hung Tang**

Financial and Business Services Division | State Plans Manager  
Department of Children, Youth, and Families  
[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov) Cell: (206) 450-0730

---

**From:** Newkirk, Rene M (DCYF) <[rene.newkirk@dcyf.wa.gov](mailto:rene.newkirk@dcyf.wa.gov)>  
**Sent:** Friday, October 1, 2021 2:23 PM  
**To:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>  
**Subject:** FW: Background Checks for Child Care and Early Learning Providers | Spanish | Somali  
Does this help? I thought some background check requirements were waived by the feds during the pandemic. If you aren't aware, I can reach out to Chris Parvin.  
Thank you!

---

**From:** Fa'ataualofa, Carly (OFM)  
**Sent:** Friday, October 1, 2021 11:10 AM  
**To:** Newkirk, Rene M (DCYF) <[rene.newkirk@dcyf.wa.gov](mailto:rene.newkirk@dcyf.wa.gov)>  
**Subject:** FW: Background Checks for Child Care and Early Learning Providers | Spanish | Somali  
Hi Rene – give me a call about this when you get a chance? I have an 1130 meeting today but am otherwise available.

**Carly Fa'ataualofa (Kujath)**

Budget Assistant to the Governor – Early Learning and Child Welfare  
Office of Financial Management  
Working Remotely | Cell: (360) 790-7909  
[carly.faataualofa@ofm.wa.gov](mailto:carly.faataualofa@ofm.wa.gov)

---

**From:** Washington State Department of Children, Youth, and Families  
<[DCYFcommunications@public.govdelivery.com](mailto:DCYFcommunications@public.govdelivery.com)>  
**Sent:** Thursday, September 30, 2021 4:01 PM  
**To:** Fa'ataualofa, Carly (OFM) <[carly.faataualofa@ofm.wa.gov](mailto:carly.faataualofa@ofm.wa.gov)>  
**Subject:** Background Checks for Child Care and Early Learning Providers | Spanish | Somali

External Email

Having trouble viewing this email? [View it as a Web page.](#)

- [Background Checks for Child Care and Early Learning Providers](#)
- [Verificación de antecedentes para proveedores de cuidado infantil y aprendizaje temprano](#)
- [Fegitaanka Taariikhda Hore ee Bixiyayaasha Daryeelka Ilmaha iyo Waxbarashada Hore](#)

## Background Checks for Child Care and Early Learning Providers

Dear Child Care and Early Learning Providers,

The COVID-19 pandemic continues to impact our state's ability to hire and sustain child care for our families and communities. The Washington State Department of Children, Youth, and Families (DCYF) is committed to supporting our child care community by continuing to allow child care staff to work supervised after submittal of their background application under the current [state of emergency orders](#).

Effective Oct. 1, 2021:

- Child care background applicants may work supervised after submitting their background application.
- Applicants with pending background checks must remain under the direct supervision of another individual who has completed the required background check until their status in MERIT indicates "Cleared."

This will provide temporary relief during the state of emergency.

If you have any questions, please contact our Background Check Unit at [dcyf.backgroundcheck@dcyf.wa.gov](mailto:dcyf.backgroundcheck@dcyf.wa.gov) or 800-998-3898, option #4.

## Verificación de antecedentes para proveedores de cuidado infantil y aprendizaje temprano

Estimados proveedores de cuidado infantil y aprendizaje temprano:

La pandemia de COVID-19 continúa afectando la capacidad de nuestro estado para contratar y mantener el servicio de cuidado infantil para nuestras familias y comunidades. El Departamento de Niños, Jóvenes y Familias (Department of Children, Youth, and Families, DCYF) del estado de Washington se compromete a apoyar a nuestra comunidad de cuidado infantil a través del permiso



continuada para que el personal de dicho servicio trabaje con supervisión después de presentar su solicitud de verificación de antecedentes conforme a las [órdenes actuales del estado de emergencia](#).

A partir del 1.º de octubre de 2021:

- Los solicitantes de la verificación de antecedentes de cuidado infantil podrán trabajar con supervisión luego de presentar la solicitud.
- Los solicitantes con verificaciones de antecedentes pendientes deberán permanecer bajo la supervisión directa de otra persona que haya completado la verificación de antecedentes requerida hasta que su estado en la Herramienta de Información de Registro y Educación Gestionada (Managed Education and Registry Information Tool, MERIT) indique "aprobado".

Esto proporcionará un alivio temporal durante el estado de emergencia.

Si tienen alguna pregunta, comuníquense con nuestra Unidad de Verificación de Antecedentes (Background Check Unit) enviando un correo electrónico a [dcyf.backgroundcheck@dcyf.wa.gov](mailto:dcyf.backgroundcheck@dcyf.wa.gov) o llamando al 800-998-3898, opción nro. 4.

## Eegitaanka Taariikhda Hore ee Bixiyayaasha Daryeelka Ilmaha iyo Waxbarashada Hore

Mudanayaal Bixiyayaasha Waxbarashada Hore iyo Daryeelka Ilmahaw,

Safmarka COVID-19 waxa uu weli saamayn ku leeyahay awoodeena gobolka ee shaqaalaysiinta iyo joogtaynta daryeelka ilmaha ee qoysaskeena iyo bulshadeena. The Washington State Department of Children, Youth, and Families (DCYF) waxaa ka go'an inay ka taageerto bulshadeena daryeelka ilmaha iyada oo loo sii ogolaanayo shaqaalaha daryeelka ilmaha inay shaqeeyaan iyaga oo la kor meerayo marka ay soo gudbiyaan arjigooda eegitaanka taariikhda hore sida uu dhigayaan [amarada xaalada degdeg ah](#).

Laga bilaabo Oktoobar 1, 2021:

- Dalbadayaasha eegitaanka taariikhda hore ee daryeelka ilmuhu waxay shaqayn karaan iyaga oo la kormeerayo kadib marka ay soo gudbiyaan arjigooda eegitaanka taariikhda hore.
- Dalbayaasha weli sugaya eegitaankooda taariikhda hore waa inuu kormeeraa qof kale oo dhamaystirtay eegitaanka taariikhda hore ilaa inta xaaladooda MERIT ay noqonayso "Cleared (Loo Fasaxay)".

Tani waxay bixinaysaa ogolaanshe kumeel gaadh ah inta lagu jiro xaalada degdeg ah.

Hadii aad qabto wax su'aalo ah, fadlan kala xidhiidh Qaybteeda Eegitaanka Taariikhda Hore [dcyf.backgroundcheck@dcyf.wa.gov](mailto:dcyf.backgroundcheck@dcyf.wa.gov) ama 800-998-3898, ikhtiyaarka lambar 4.

### Contact Us

[Contact Us](#) | [DCYF Offices & Regional Map](#) | [Media](#) | [Jobs at DCYF](#)





Questions?  
[Contact Us](#)

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This service is provided to you at no charge by [Washington State Department of Children, Youth & Families](#).

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This email was sent to [carly.faataualofa@ofm.wa.gov](mailto:carly.faataualofa@ofm.wa.gov) using GovDelivery Communications Cloud on behalf of:  
Washington State Department of Children, Youth & Families · 1110 Jefferson Street · Olympia, WA 98501 ·  
(360) 725-4665



**From:** [Zlock, Sedra \(DCYF\)](#)  
**To:** [Rose, Nicole \(DCYF\)](#)  
**Subject:** End of Day 9.8  
**Date:** Wednesday, September 8, 2021 9:16:36 PM

---

Nicole:

**Things I got done**

- Rescheduled Ross HHS Briefing
- Added meeting with Erik L.
- Rescheduled Chris
- Calendared
- Genie | Evaluation Process
- Newsletter
  - Followed up with Amy
  - Followed up with RBK
- Emailed team agenda items for 9/9 bi-monthly managers meeting
- Emailed team for agenda items for Division meetings
- Updated division meeting appointments
- Follow up with Cam (SEIU) UMCC Dates
- Holds for UMCC 2022 dates on SZ Calendar
- CCDF Waiver Delta Variant document from Kari
- Confirm ELT for NR
- Cancel Fair Start Kids Act Implementation meeting
- Rescheduled DCYF Vaccine Mandate meeting
- FMLA/Shared Leave documents to HR
- Added Eric LaFontaine to FSKA Implementation Scrum and Internal FSA
- Email Toni to update her contribution to the Supervisor Checklist document
  - Duplicate documents
- Update Union Check in meeting with agenda items
- Forward CCA & DCYF team meeting to RBK
  - Email Daveda to confirm appointments have been sent?
- Daveda 9/28<sup>th</sup> meeting not on NR calendar?
- New UMCC Hold date 10/19
- Rescheduled HHS G1 and G2 briefing for 9/15
- Sent dates for Chris K to Kate/Amy review
- Scheduled meeting for Chris Parvin | Child care provisional hire conversation
- Added budget meeting to 9/9 morning meeting notes
- Removed UMCC Holds
- Calendared NR December/January leave
- 

**Things that are left over**

- Confirm NR November leave?
- Follow up with Daveda about appointments
- Confirm UMCC Time with Cam (10/19)
- Schedule pre-meet and briefing
- Add RBK/Amy Newsletter contributions

- Get to NR ASAP
- Org Chart
- Extend Facilitator list for Managers Meetings
- Update SharePoint
- Set up content calendar reminders for content contributors
  - See email sent to NR
- Notes to SharePoint
- Redo scheduling section of manual
- Finalize morning meeting/prep template
- Finalize UMCC Guidelines with notes for manual
- 

**Sedra Zlock**

***Administrative Assistant to Director Nicole Rose***

Eligibility and Provider Supports Operations Division

Department of Children, Youth and Families

P.O. Box 40970 | 505 Union Ave SE, Suite #250

Olympia WA 98504-0970

(360) 819-7268 | [sedra.zlock@dcyf.wa.gov](mailto:sedra.zlock@dcyf.wa.gov) | [www.dcyf.wa.gov](http://www.dcyf.wa.gov)

**From:** [Rose, Nicole \(DCYF\)](#)  
**To:** [Krutsinger, Allison \(DCYF\)](#); [Forrester, Sydney \(GOV\)](#)  
**Subject:** RE: Background Check Relief  
**Date:** Wednesday, September 8, 2021 4:37:00 PM  
**Attachments:** [09 03 21 CCDF Waiver Delta Variant.pdf](#)  
[Background check waiver extension request 9 3 2021.pdf](#)

---

Attaching the letter that Ross signed as well. Put them both here for ease of reference.

Thanks!

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | 📞 (360)407-3697 | Cell (360) 333-9802

Pronouns: she/her/hers



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

---

**From:** Krutsinger, Allison (DCYF)  
**Sent:** Wednesday, September 8, 2021 3:43 PM  
**To:** Forrester, Sydney (GOV) <[sydney.forrester@gov.wa.gov](mailto:sydney.forrester@gov.wa.gov)>  
**Cc:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>  
**Subject:** FW: Background Check Relief

Sydney

Earlier you asked what the Governor's office might be able to do around background checks.

Attached is the letter we sent earlier this month to Region X. In chatting with Nicole we think it might be helpful if you/Gov's office could help push.

Thanks for anything you might be able to do!

Allison

---

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>  
**Sent:** Wednesday, September 8, 2021 3:37 PM  
**To:** Krutsinger, Allison (DCYF) <[allison.krutsinger@dcyf.wa.gov](mailto:allison.krutsinger@dcyf.wa.gov)>  
**Subject:** FW: Background Check Relief

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | 📞 (360)407-3697 | Cell (360) 333-9802

Pronouns: she/her/hers



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

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**From:** Rose, Nicole (DCYF)

**Sent:** Friday, September 3, 2021 9:26 AM

**To:** 'Stafford, Sarah (ACF)' <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>

**Cc:** Noski, Paul (ACF) <[paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>; Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>; Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>; Russell, Amy (DCYF) <[amy.russell@dcyf.wa.gov](mailto:amy.russell@dcyf.wa.gov)>

**Subject:** Background Check Relief

Hi Sarah –

Attached is a letter outlining the need for relief related to the background check requirements meant to go into effect on October 1. We are experiencing a hiring crisis in child care, and this relief is needed to ensure we can continue to provide much needed care for children and families in Washington.

Please let me know if you have any additional questions.

Best,

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | 📞 (360)407-3697 | Cell (360) 333-9802

Pronouns: she/her/hers



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

**From:** [Rose, Nicole \(DCYF\)](#)  
**To:** [Zlock, Sedra \(DCYF\)](#)  
**Subject:** Re: Signature Needed | CCDF Waiver Delta variant  
**Date:** Friday, September 3, 2021 2:33:53 PM  
**Attachments:** [image003.png](#)

---

Sure. Region X said we could keep the date as is, but this is likely better.

Nicole Rose  
Director, Eligibility and Provider Supports  
Department of Children, Youth, and Families  
[360-407-3697](tel:360-407-3697) or [360-333-9802](tel:360-333-9802)

---

On: 03 September 2021 14:27,  
"Zlock, Sedra (DCYF)" <[sedra.zlock@dcyf.wa.gov](mailto:sedra.zlock@dcyf.wa.gov)> wrote:

Are you good with the changed date? Kari updated it when she did Ross' signature.

---

**From:** "Johnston, Kari (DCYF)" <[kari.johnston@dcyf.wa.gov](mailto:kari.johnston@dcyf.wa.gov)>  
**Subject:** RE: Signature Needed | CCDF Waiver Delta variant  
**Date:** 03 September 2021 14:21  
**To:** "Zlock, Sedra (DCYF)" <[sedra.zlock@dcyf.wa.gov](mailto:sedra.zlock@dcyf.wa.gov)>

Hiya,

I made a few corrections to the letter and obtained Ross' approval for signature. See attached.  
Have a nice weekend! –kj

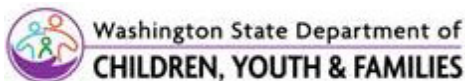
### **Kari Johnston**

Executive Assistant to Secretary Ross Hunter

#### **Department of Children, Youth, and Families**

Telework | **Cell:** 360-789-4239 | [Kari.Johnston@dcyf.wa.gov](mailto:Kari.Johnston@dcyf.wa.gov) | [dcyf.wa.gov](http://dcyf.wa.gov)

**Mailing** P.O. Box 40975, Olympia, WA 98504-0975



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**From:** Zlock, Sedra (DCYF) <[sedra.zlock@dcyf.wa.gov](mailto:sedra.zlock@dcyf.wa.gov)>  
**Sent:** Thursday, September 2, 2021 4:46 PM  
**To:** Johnston, Kari (DCYF) <[kari.johnston@dcyf.wa.gov](mailto:kari.johnston@dcyf.wa.gov)>  
**Subject:** Signature Needed | CCDF Waiver Delta variant  
**Importance:** High

Hi Kari,

It looks like we will be needing Ross' signature on this document. Could you make that happen for me? I have included the word version along with the PDF incase his title layout is not how he traditionally prefers!

Many thanks!

**Sedra Zlock**

**Administrative Assistant to Director Nicole Rose**

Eligibility and Provider Supports Operations Division  
Department of Children, Youth and Families  
P.O. Box 40970 | 505 Union Ave SE, Suite #250  
Olympia WA 98504-0970  
(360) 819-7268 | [sedra.zlock@dcyf.wa.gov](mailto:sedra.zlock@dcyf.wa.gov) | [www.dcyf.wa.gov](http://www.dcyf.wa.gov)

---

**From:** Rose, Nicole (DCYF)

**Sent:** Thursday, September 2, 2021 4:33 PM

**To:** Zlock, Sedra (DCYF) <[sedra.zlock@dcyf.wa.gov](mailto:sedra.zlock@dcyf.wa.gov)>

**Subject:** FW: CCDF Waiver Delta variant

**Importance:** High

Actually need this with Ross' information and signature, can use the same date.

**Nicole**

Nicole Rose

Director of Eligibility and Provider Supports  
Department of Children, Youth, and Families  
[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | ☎ (360)407-3697 | Cell (360) 333-9802

Pronouns: she/her/hers



Washington State Department of  
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**From:** Zlock, Sedra (DCYF)

**Sent:** Friday, August 20, 2021 7:51 AM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Cc:** Russell, Amy (DCYF) <[amy.russell@dcyf.wa.gov](mailto:amy.russell@dcyf.wa.gov)>

**Subject:** RE: CCDF Waiver Delta variant

Good morning!! Attached is the document plus a side of TGIF

**Sedra Zlock**

**Administrative Assistant to Director Nicole Rose**

Eligibility and Provider Supports Operations Division  
Department of Children, Youth and Families  
P.O. Box 40970 | 505 Union Ave SE, Suite #250  
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---

**From:** Rose, Nicole (DCYF)

**Sent:** Friday, August 20, 2021 6:35 AM

**To:** Zlock, Sedra (DCYF) <[sedra.zlock@dcyf.wa.gov](mailto:sedra.zlock@dcyf.wa.gov)>

**Cc:** Russell, Amy (DCYF) <[amy.russell@dcyf.wa.gov](mailto:amy.russell@dcyf.wa.gov)>

**Subject:** FW: CCDF Waiver Delta variant

**Importance:** High

Please accept track changes, review once more for any other edits, and put my electronic signature on this. I would like to get this out this morning.

Thank you!

## Nicole

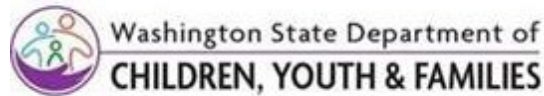
Nicole Rose

Director of Eligibility and Provider Supports  
Department of Children, Youth, and Families

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | ☎ (360)407-3697 | Cell (360) 333-9802

Pronouns: she/her/hers



---

**From:** Russell, Amy (DCYF)

**Sent:** Friday, August 13, 2021 10:08 AM

**To:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>; Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Cc:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** RE: CCDF Waiver Delta variant

Thanks Jason and Jim,

I have made some edits (attached). Please review.

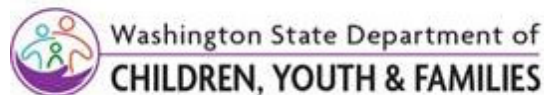
Amy

**Amy Russell** | Operations Administrator

**Eligibility and Provider Supports Division**

Office 360.407.3690 | Cell 360.890.6028

Republic Building, 505 Union Ave SE, Suite 250 | P.O. Box 40970 | Olympia WA 98504-0970



---

**From:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>

**Sent:** Thursday, August 12, 2021 4:19 PM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>; Russell, Amy (DCYF) <[amy.russell@dcyf.wa.gov](mailto:amy.russell@dcyf.wa.gov)>

**Cc:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** FW: CCDF Waiver Delta variant

Hi Amy and Nicole,

Jim worked on this for us and Chris provided his edits (left in track changes). Is this what you were looking for related to an ask with OCC related to background checks?

---

**From:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>

**Sent:** Thursday, August 12, 2021 4:06 PM

**To:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>

**Subject:** FW: CCDF Waiver Delta variant

Jason here is the folder (Matt's S-drive) for the waivers -



<\\DELOLYUT11002\AgencyData\DEL\LICENSING OVERSIGHT DIVISION\Matt Judge\CCDF Administrator\COVID-19 Coronavirus\Waivers\Waiver 1 Background Check Monitoring Copay February 29 2020\CCDF Waiver Delta variant.docx>

**Jim Hoseth**

*Administrative Regulations Analyst  
Department of Children, Youth and Families  
Cell: (360)522-6002*



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

---

**From:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Sent:** Thursday, August 12, 2021 3:59 PM

**To:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>

**Cc:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>

**Subject:** RE: CCDF Waiver Delta variant

Yes, thank you for pulling this together Jim. Attached are my suggested edits showing those changes for your consideration.

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division  
Cell 360-890-0464



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

---

**From:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>

**Sent:** Thursday, August 12, 2021 3:32 PM

**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Cc:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>

**Subject:** CCDF Waiver Delta variant

**From:** [Hunter, Ross \(DCYF\)](#)  
**To:** [Johnston, Kari \(DCYF\)](#)  
**Subject:** RE: SIGNATURE APPROVAL | FW: Signature Needed | CCDF Waiver Delta variant  
**Date:** Friday, September 3, 2021 1:41:22 PM  
**Attachments:** [image003.png](#)

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Yes. Thank you for fixing the layout.

**Ross Hunter | Secretary**

[Department of Children, Youth, and Families](#)

Office 360-407-7909 | Cell 360-515-8972

Pronouns: he/him/his

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**From:** Johnston, Kari (DCYF)  
**Sent:** Friday, September 3, 2021 12:14 PM  
**To:** Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>  
**Subject:** SIGNATURE APPROVAL | FW: Signature Needed | CCDF Waiver Delta variant  
**Importance:** High  
Do you approve me signing this? I'll correct formatting first. 😊

---

**From:** Zlock, Sedra (DCYF) <[sedra.zlock@dcyf.wa.gov](mailto:sedra.zlock@dcyf.wa.gov)>  
**Sent:** Thursday, September 2, 2021 4:46 PM  
**To:** Johnston, Kari (DCYF) <[kari.johnston@dcyf.wa.gov](mailto:kari.johnston@dcyf.wa.gov)>  
**Subject:** Signature Needed | CCDF Waiver Delta variant  
**Importance:** High

Hi Kari,

It looks like we will be needing Ross' signature on this document. Could you make that happen for me? I have included the word version along with the PDF incase his title layout is not how he traditionally prefers!

Many thanks!

**Sedra Zlock**

***Administrative Assistant to Director Nicole Rose***

Eligibility and Provider Supports Operations Division

Department of Children, Youth and Families

P.O. Box 40970 | 505 Union Ave SE, Suite #250

Olympia WA 98504-0970

(360) 819-7268 | [sedra.zlock@dcyf.wa.gov](mailto:sedra.zlock@dcyf.wa.gov) | [www.dcyf.wa.gov](http://www.dcyf.wa.gov)

---

**From:** Rose, Nicole (DCYF)  
**Sent:** Thursday, September 2, 2021 4:33 PM  
**To:** Zlock, Sedra (DCYF) <[sedra.zlock@dcyf.wa.gov](mailto:sedra.zlock@dcyf.wa.gov)>  
**Subject:** FW: CCDF Waiver Delta variant  
**Importance:** High

Actually need this with Ross' information and signature, can use the same date.

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | 📞 (360)407-3697 | Cell (360) 333-9802  
Pronouns: she/her/hers



Washington State Department of  
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**From:** Zlock, Sedra (DCYF)  
**Sent:** Friday, August 20, 2021 7:51 AM  
**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>  
**Cc:** Russell, Amy (DCYF) <[amy.russell@dcyf.wa.gov](mailto:amy.russell@dcyf.wa.gov)>  
**Subject:** RE: CCDF Waiver Delta variant  
Good morning!! Attached is the document plus a side of TGIF

**Sedra Zlock**

***Administrative Assistant to Director Nicole Rose***

Eligibility and Provider Supports Operations Division  
Department of Children, Youth and Families  
P.O. Box 40970 | 505 Union Ave SE, Suite #250  
Olympia WA 98504-0970  
(360) 819-7268 | [sedra.zlock@dcyf.wa.gov](mailto:sedra.zlock@dcyf.wa.gov) | [www.dcyf.wa.gov](http://www.dcyf.wa.gov)

---

**From:** Rose, Nicole (DCYF)  
**Sent:** Friday, August 20, 2021 6:35 AM  
**To:** Zlock, Sedra (DCYF) <[sedra.zlock@dcyf.wa.gov](mailto:sedra.zlock@dcyf.wa.gov)>  
**Cc:** Russell, Amy (DCYF) <[amy.russell@dcyf.wa.gov](mailto:amy.russell@dcyf.wa.gov)>  
**Subject:** FW: CCDF Waiver Delta variant

**Importance:** High

Please accept track changes, review once more for any other edits, and put my electronic signature on this. I would like to get this out this morning.

Thank you!

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports  
Department of Children, Youth, and Families  
[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | 📞 (360)407-3697 | Cell (360) 333-9802  
Pronouns: she/her/hers



Washington State Department of  
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**From:** Russell, Amy (DCYF)  
**Sent:** Friday, August 13, 2021 10:08 AM  
**To:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>; Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>  
**Cc:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>; Parvin, Chris (DCYF)

<[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** RE: CCDF Waiver Delta variant

Thanks Jason and Jim,

I have made some edits (attached). Please review.

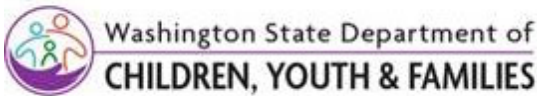
Amy

**Amy Russell** | Operations Administrator

**Eligibility and Provider Supports Division**

Office 360.407.3690 | Cell 360.890.6028

Republic Building, 505 Union Ave SE, Suite 250 | P.O. Box 40970 | Olympia WA 98504-0970



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**From:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>

**Sent:** Thursday, August 12, 2021 4:19 PM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>; Russell, Amy (DCYF) <[amy.russell@dcyf.wa.gov](mailto:amy.russell@dcyf.wa.gov)>

**Cc:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>; Parvin, Chris (DCYF)

<[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** FW: CCDF Waiver Delta variant

Hi Amy and Nicole,

Jim worked on this for us and Chris provided his edits (left in track changes). Is this what you were looking for related to an ask with OCC related to background checks?

---

**From:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>

**Sent:** Thursday, August 12, 2021 4:06 PM

**To:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>

**Subject:** FW: CCDF Waiver Delta variant

Jason here is the folder (Matt's S-drive) for the waivers -

<\\DELOLYUT11002\\AgencyData\\DEL\\LICENSING OVERSIGHT DIVISION\\Matt Judge\\CCDF Administrator\\COVID-19 Coronavirus\\Waivers\\Waiver 1 Background Check Monitoring Copay February 29 2020\\CCDF Waiver Delta variant.docx>

**Jim Hoseth**

*Administrative Regulations Analyst*

*Department of Children, Youth and Families*

*Cell: (360)522-6002*



---

**From:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Sent:** Thursday, August 12, 2021 3:59 PM

**To:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>

**Cc:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>

**Subject:** RE: CCDF Waiver Delta variant

Yes, thank you for pulling this together Jim. Attached are my suggested edits showing those changes

for your consideration.

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division

Cell 360-890-0464



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

---

**From:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>

**Sent:** Thursday, August 12, 2021 3:32 PM

**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Cc:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>

**Subject:** CCDF Waiver Delta variant

**From:** [Stafford, Sarah \(ACF\)](#)  
**To:** [Rose, Nicole \(DCYF\)](#)  
**Subject:** RE: Waiver Extension Guidance  
**Date:** Friday, September 3, 2021 11:42:58 AM

---

External Email

Got it. I don't think an additional formal ask related to this is necessary.

**Sarah Stafford** (she/her/hers)

Program Specialist I Office of Child Care

Administration for Children and Families

US Department of Health and Human Services I Region10 Seattle

p (206) 615-2565 I e [sarah.stafford@acf.hhs.gov](mailto:sarah.stafford@acf.hhs.gov)

w <http://www.acf.hhs.gov/programs/occ>

View all OCC COVID-19 Resources [here](#)

---

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Friday, September 3, 2021 10:49 AM

**To:** Stafford, Sarah (ACF) <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>

**Subject:** RE: Waiver Extension Guidance

Yes, I understood that. Just wasn't sure if it would be helpful if I sent in a formal ask related to this.

**Nicole**

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | ☎ (360)407-3697 | Cell (360) 333-9802

Pronouns: she/her/hers



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

---

**From:** Stafford, Sarah (ACF) <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>

**Sent:** Friday, September 3, 2021 10:48 AM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Subject:** RE: Waiver Extension Guidance

External Email

Hi Nicole,

It's my understanding that OCC does not have the authority to issue any further pandemic related waiver *extensions*. I think the forthcoming OCC communication may advise us of any future or new waiver request possibilities. I'll be sure to forward you any new information as I receive it.

Best,

**Sarah Stafford** (she/her/hers)

Program Specialist I Office of Child Care

Administration for Children and Families

US Department of Health and Human Services I Region10 Seattle

p (206) 615-2565 I e [sarah.stafford@acf.hhs.gov](mailto:sarah.stafford@acf.hhs.gov)

w <http://www.acf.hhs.gov/programs/occ>  
View all OCC COVID-19 Resources [here](#)

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**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Friday, September 3, 2021 10:10 AM

**To:** Stafford, Sarah (ACF) <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>

**Subject:** FW: Waiver Extension Guidance

Should we respond to this as well as we think about extensions?

**Nicole**

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | ☎ (360)407-3697 | Cell (360) 333-9802

Pronouns: she/her/hers



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

---

**From:** Noski, Paul (ACF) <[paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov)>

**Sent:** Monday, March 1, 2021 12:50 PM

**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>; Stafford, Sarah (ACF)

<[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>

**Cc:** Lee, Joshua (ACF) <[Joshua.Lee@acf.hhs.gov](mailto:Joshua.Lee@acf.hhs.gov)>; Rose, Nicole (DCYF)

<[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>; Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>; Parvin, Chris

(DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** RE: Waiver Extension Guidance

External Email

Matt,

This email is to inform you that your waiver renewal for sections 98.43(a)-(d), 98.42(b)(2)(i) (A), 98.42(b)(2)(ii), and 98.42(b)(2)(i)(B) of your Child Care and Development Fund Plan for FY 2019 – 2021 has been approved with an effective date of March 1, 2021 through September 30, 2021. We look forward to our continued partnership in the administration of your Child Care and Development Fund program. If you have any questions or need further assistance, please feel free to contact me at [paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov) and 206-615-2609.

Paul Noski, Regional Program Manager

Office of Child Care-Region X

Administration for Children and Families

Department of Health and Human Services

701 5<sup>th</sup> Avenue, Suite 1600, MS 74

Seattle, WA 98104

Phone: (206) 615-2609

Fax: (206) 615-2574

E-mail: [paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov)

Visit the Office of Child Care Website at [www.acf.hhs.gov/programs/occ](http://www.acf.hhs.gov/programs/occ)

---

**From:** Judge, Matt (DCYF)

**Sent:** Wednesday, January 27, 2021 11:19 AM

**To:** Stafford, Sarah (ACF)



**Cc:** Lee, Joshua (ACF) ; Noski, Paul (ACF) ; Rose, Nicole (DCYF) ; Hansen, Travis (DCYF) ; Parvin, Chris (DCYF)

**Subject:** RE: Waiver Extension Guidance

Hi Sarah,

DCYF would like to request extensions of several of its current COVID-19 waivers granted before October 1, 2020. The requests and the bases for them are as follows:

**I. Criminal Background Checks.**

(1) The provision from which the state seeks relief.

DCYF seeks temporary relief from the requirement in 45 CFR 98.43(a) through (d) that child care staff must receive a background check that includes the following:

- (1) A Federal Bureau of Investigation fingerprint check using Next Generation Identification;
  - (2) A search of the National Crime Information Center's National Sex Offender Registry;
  - (3) A search of the all registries, repositories, or databases in the State where the child care staff member resided during the preceding five years; and
  - (4) The fingerprinting requirement related to the in-state criminal history check.
- (2) The reason DCYF is requesting waiver including a description of the extraordinary circumstances.

As a result of the pandemic, many child care provider facilities were forced to close, limiting the supply of child care. While supply has rebounded somewhat, many existing child care staff are still unable to come to work for various reasons related to the pandemic, leaving providers understaffed. Finally, while fingerprinting offices have reopened, with coronavirus infections and deaths increasing statewide and across the nation, many staff are not making/attending fingerprint appointments out of concerns of contracting the virus and the need to social distance.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

Waiving these background check requirements while DCYF temporarily institutes a name/date of birth background check of the state's criminal, sex offender, and abuse and neglect repositories will help expedite background checks. This will allow providers to onboard new child care staff during the continuing pandemic. Whereas DCYF's existing Portable Background Check process takes, on average, 20 days to complete, from start to finish. This relief will allow providers to maintain staff to child ratios and continue delivery of child care services for children and families.

(4) How the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

DCYF will continue to administer name/date of birth background check of the state's criminal, sex offender, and abuse and neglect repositories, thereby assuring a baseline of health and safety. Staff applying for this background check will work supervised pending clearance.

Allowing providers to start work after completing a name/date of birth background check while fingerprints are pending will help maintain capacity to continue providing child care. This also maintains social distancing as recommended by the CDC and state Department of Health, so that new provider staff do not begin work after having been potentially exposed to COVID-19 in the fingerprinting process. Finally, if the waiver is not granted, many providers will be unable to staff their programs, forcing families to consider illegal unlicensed care with no baseline of health and safety or background check of any kind beyond what these families can conduct on their own.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020 through the duration of the state-declared emergency period, not to exceed one year initially.

**II. Health and Safety Monitoring – Emergency Licensing, Seasonal Camps, and In-home**



## **Providers**

(1) The provision from which the state seeks relief.

DCYF seeks an extension of relief from section 45 CFR 98.42(b)(2)(i)(A) requiring pre-licensure inspection for compliance with health, safety, and fire standards. This waiver request applies to emergency licensed providers and seasonal camp providers as described below, not traditional licensed providers.

DCYF seeks relief from 45 CFR 98.42(b)(2)(ii) requiring annual inspection for compliance with health, safety, and fire standards for in-home, nonrelative child care providers.

(2) The reason we are requesting waiver including a description of the extraordinary circumstances.

45 CFR 98.42(b)(2)(i)(A):

During the pandemic, the state needs the ability to quickly onboard licensed providers on an emergency basis, necessitating abbreviated, remote, virtual initial monitoring conducted using smartphones or other audio/visual equipment allowing remote inspection. Remote inspection is also needed to support social distancing per CDC and DOH recommendations.

DCYF has developed an Emergency License process that will exist in parallel with its traditional licensing system, and is seeking the above relief as to emergency licensees, not traditional licensees. Emergency licensing also includes an abbreviated initial inspection that does not cover all health, safety, and fire standards. However, the emergency license lasts only six months, at the end of which time the license expires or the provider can apply for the traditional license, with inspections covering all required topics compliant with all CCDF requirements.

The state is also providing other paths for providers to enter the system, including through the state's license exempt category of seasonal camps. DCYF will certify these license exempt providers and contract with those who provide subsidized child care, both on a temporary basis during the emergency.

45 CFR 98.42(b)(2)(ii):

Extension of the waiver of the monitoring requirement is temporarily needed for in-home, non-relative care providers. DCYF is gradually implementing virtual health and safety inspections in support of social distancing but does not have a fully functioning program online to conduct them for all providers of this type.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

45 CFR 98.42(b)(2)(i)(A):

Extending waiver of this requirement will allow DCYF to maintain its emergency licensing process and onboard seasonal camps to address any arising immediate need of children and families for child care services. Washington state lost significant child care capacity due to COVID-19, necessitating a rapid response to onboard new providers to meet demand. DCYF's emergency licensing process coexists with current licensing rules under which existing providers were licensed in accordance with CCDF requirements. Emergency licensing allows new providers to quickly begin operations during the COVID-19 emergency by abbreviating inspection requirements and allowing them to be conducted remotely and virtually in observance of social distancing guidelines. Seasonal camps, due to their license exempt status, will be quick to onboard, providing timely additional provider capacity during the emergency. DCYF needs this flexibility as the future of the pandemic and its impact on supply and demand for child care is unpredictable, particularly with new strains of the virus arriving in the State.

45 CFR 98.42(b)(2)(ii):

A waiver of this requirement will allow in-home relative care providers, who serve thousands of children daily across the state, to remain certified and allow DCYF to direct resources

toward onboarding emergency licensed care.

(4) how the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

45 CFR 98.42(b)(2)(i)(A):

While extension of this waiver will temporarily postpone inspection requirements for licensed providers, DCYF's Emergency Licensing rules and processes continue to provide for a baseline of health and safety standards (emailed and available to providers online), training on all of the required topics, along with phone and virtual inspection processes that enable us to communicate critical health and safety information to new providers and view their licensed space for potential issues. Finally, emergency licensees are subject to the same licensing complaint process as traditional licensed providers, including potential investigation in the case of alleged abuse and neglect.

Continuing to waive these elements will serve social distancing as recommended by the CDC and state Department of Health, so that new providers do not begin operations after having been potentially exposed to COVID-19 in the licensing process.

Potential capacity in the form of seasonal camps will also be a benefit from waiver extension. DCYF will assist these providers by providing guidance in the form of the emergency child care rules and regulations, along with the full licensing rules, as models on which to base their practices. DCYF will further provide guidance on COVID-19 social distancing and safety measures, consistent with CDC and DOH guidelines. Contracts with providers of this type for subsidized child care will establish in their terms the CCDF-required health, safety, and fire standards.

45 CFR 98.42(b)(2)(ii):

DCYF just implemented health and safety standards on October 1, 2020 for in-home, non-relative care providers. DCYF continues to implement virtual monitoring visits to in-home care, non-relative providers; provide families with a health and safety checklist; and conduct visits only in instances when there are serious health and safety concerns. In-home, non-relative child care providers must complete a background check (see waiver above) and must complete health and safety training within 90 days of providing care. DCYF will move to inspect these providers as soon as the requisite inspector staff are onboarded.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020 through the duration of the state-declared emergency period, not to exceed one year initially.

### **III. Health and Safety Monitoring – Unannounced Visits**

(1) The provision from which the state seeks relief.

DCYF seeks extension of relief from section 45 CFR 98.42(b)(2)(i)(B) requiring an annual unannounced inspection of licensed providers for compliance with health, safety, and fire standards. Specifically, DCYF seeks relief from only the “unannounced” and “inspection” aspects of this section.

(2) The reason we are requesting waiver including a description of the extraordinary circumstances.

To address the risk of exposure to COVID-19 for both providers and licensing staff, and in observance of social distancing requirements, DCYF has altered its practices to minimize face to face contact between agency staff and provider, and to support remote, virtual health and safety visits. By their nature, these virtual visits require prior coordination with providers in order to ensure that required technology will support the process. For these reasons, DCYF cannot practicably meet the requirement to conduct unannounced annual inspections of licensed providers for compliance with health, safety, and fire standards, and seeks waiver from it. This continues to be an issue as the number of infections and deaths have increased rapidly during the Winter.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

Extending waiver of the requirement for annual unannounced inspections of licensed providers for compliance with health, safety, and fire standards will allow DCYF to safely monitor via virtual health and safety visits on all CCDF-required health and safety topics. This improves delivery of services by reducing the risk that child care providers working with children are exposed to COVID-19.

(4) how the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

While this waiver removes the requirement for unannounced annual health and safety inspections, DCYF maintains its existing health and safety standards and training on all of the required topics, and annual phone and virtual visit processes will continue to cover all required topics. Further, all of these virtual visits are followed by unannounced in-person verification visits. During verification visits, licensors can view anything they could not determine compliance on during the virtual visit, recheck any noncompliance identified during the virtual visit, and assure observations during the virtual visit were accurate and basic health and safety components are met. Finally, licensees will still be subject to the same licensing complaint process as traditional licensed providers, including potential investigation in the case of alleged abuse and neglect.

Continuing to waive these elements will serve social distancing as recommended by the CDC and state Department of Health, so that providers are not potentially exposed to COVID-19 in the licensing process. Finally, if this waiver is not granted, the state will be unable to maintain licensed care, forcing families to consider illegal unlicensed care with no baseline of health and safety training or monitoring of any kind.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020 through the duration of the state-declared emergency period, not to exceed one year initially.

Sincerely,

**Matt Judge | Child Care Administrator | C. 360-522-3241**

Eligibility and Provider Supports Division



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

---

**From:** Stafford, Sarah (ACF) <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>

**Sent:** Wednesday, January 6, 2021 6:59 AM

**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>

**Cc:** Lee, Joshua (ACF) <[Joshua.Lee@acf.hhs.gov](mailto:Joshua.Lee@acf.hhs.gov)>

**Subject:** Waiver Extension Guidance

This message has originated from an External Source. Please use caution when opening attachments, clicking links, or responding to this email. Contact your desktop support or IT security staff for assistance and to report suspicious messages.

Hello Matt,

As you may have heard, you can request to extend your current waiver(s) until September 30, 2021 *if* your initial waiver approval was granted before October 1, 2020. You do not need a new signed letter or email from leadership, unless your internal policies require it. You can instead submit an email by January 28, 2021 with the following information to me, Paul, and Josh:

Re-state the reason(s) why your lead agency is requesting the waiver extension. Include a

description of the extraordinary circumstance(s) caused by COVID-19 that led to the need of waiving the requirement(s) until September 30, 2021. Describe what has been specifically impacted by COVID-19, including *how or why* it has been impacted by the pandemic, and why your agency needs additional time. You can refer to your original waiver request for some of this language.

Provide sufficient detail on the provision(s) your agency is seeking continued relief from (re-state the statutory citation as listed on your OCC waiver approval letter). Re-state how relief from the sanction/provision will, by itself, improve the delivery of child care services for children and families. You can refer to your original waiver request for some of this language.

Re-certify and describe how the health, safety, and well-being of children served through your CCDF program will not be compromised as a result of the waiver extension. You can refer to your original waiver request for this language.

Re-state your waiver start/effective date as listed in your original OCC waiver approval letter.

Your lead agency only needs to request a waiver extension if your initial waiver approval was granted before October 1, 2020. Your agency also does not need to request an extension if you do not wish to implement the waiver past the duration date listed in your OCC waiver approval letter.

If you would like to request a *new* waiver, an official waiver request letter signed by your leadership is needed. Let me know if you need those separate request requirements. Please reach out if you have any questions or need assistance with your waiver extension request,

**Sarah Stafford** (she/her/hers)

Program Specialist I Office of Child Care

Administration for Children and Families

US Department of Health and Human Services I Region10 Seattle

p (206) 615-2565 I e [sarah.stafford@acf.hhs.gov](mailto:sarah.stafford@acf.hhs.gov)

w <http://www.acf.hhs.gov/programs/occ>

**View all OCC COVID-19 Resources [here](#)**

**From:** [Stafford, Sarah \(ACF\)](#)  
**To:** [Rose, Nicole \(DCYF\)](#)  
**Cc:** [Noski, Paul \(ACF\)](#); [Parvin, Chris \(DCYF\)](#); [Ramynke, Jason \(DCYF\)](#); [Hoseth, James \(DCYF\)](#); [Judge, Matt \(DCYF\)](#); [Russell, Amy \(DCYF\)](#)  
**Subject:** RE: Background Check Relief  
**Date:** Friday, September 3, 2021 10:43:51 AM

---

External Email

Good morning Nicole,

Thank you for your letter of request. I will share this with our central office regional liaison.

Have a wonderful weekend,

**Sarah Stafford** (she/her/hers)

Program Specialist I Office of Child Care

Administration for Children and Families

US Department of Health and Human Services I Region10 Seattle

p (206) 615-2565 | e [sarah.stafford@acf.hhs.gov](mailto:sarah.stafford@acf.hhs.gov)

w <http://www.acf.hhs.gov/programs/occ>

View all OCC COVID-19 Resources [here](#)

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**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Friday, September 3, 2021 9:26 AM

**To:** Stafford, Sarah (ACF) <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>

**Cc:** Noski, Paul (ACF) <[paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>; Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>; Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>; Russell, Amy (DCYF) <[amy.russell@dcyf.wa.gov](mailto:amy.russell@dcyf.wa.gov)>

**Subject:** Background Check Relief

Hi Sarah –

Attached is a letter outlining the need for relief related to the background check requirements meant to go into effect on October 1. We are experiencing a hiring crisis in child care, and this relief is needed to ensure we can continue to provide much needed care for children and families in Washington.

Please let me know if you have any additional questions.

Best,

**Nicole**

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | ☎ (360)407-3697 | Cell (360) 333-9802

Pronouns: she/her/hers



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

**From:** [Parvin, Chris \(DCYF\)](#)  
**To:** [Vincent, Kerrianne \(DCYF\)](#)  
**Subject:** Fwd: Background Check Relief  
**Date:** Friday, September 3, 2021 9:51:54 AM  
**Attachments:** [Background check waiver extension request 9 3 2021.pdf](#)

---

FYI - consider the attached if granted.

**Chris Parvin**

Provider Supports Administrator  
Department of Children, Youth, and Families  
P.O. Box 40993 | 1310 Jefferson St. SE, Suite #208  
Olympia WA [98504-0993](tel:3605040993)  
[\(360\) 407-5501](tel:3604075501) | Cell [\(360\) 890-0464](tel:3608900464)  
[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)

---

**From:** "Rose, Nicole (DCYF)" <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>  
**Subject:** Background Check Relief  
**Date:** 03 September 2021 09:26  
**To:** "Stafford, Sarah (ACF)" <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>  
**Cc:** "Noski, Paul (ACF)" <[paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov)>, "Parvin, Chris (DCYF)" <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>, "Ramynke, Jason (DCYF)" <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>, "Hoseth, James (DCYF)" <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>, "Judge, Matt (DCYF)" <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>, "Russell, Amy (DCYF)" <[amy.russell@dcyf.wa.gov](mailto:amy.russell@dcyf.wa.gov)>

Hi Sarah –

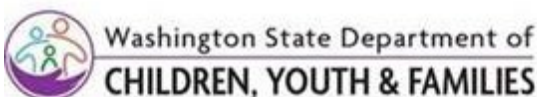
Attached is a letter outlining the need for relief related to the background check requirements meant to go into effect on October 1. We are experiencing a hiring crisis in child care, and this relief is needed to ensure we can continue to provide much needed care for children and families in Washington.

Please let me know if you have any additional questions.

Best,

**Nicole**

Nicole Rose  
Director of Eligibility and Provider Supports  
Department of Children, Youth, and Families  
[www.dcyf.wa.gov](http://www.dcyf.wa.gov)  
[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | 📞 (360)407-3697 | Cell (360) 333-9802  
Pronouns: she/her/hers

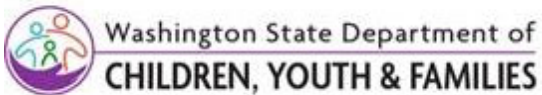


**From:** [Hansen, Travis \(DCYF\)](#)  
**To:** [Rose, Nicole \(DCYF\)](#)  
**Subject:** RE: Waiver Extension Guidance  
**Date:** Thursday, September 2, 2021 6:19:00 PM

---

Sounds good...let me know if you need anything from me.

Travis Hansen, MSW  
Senior Child Care Administrator  
Department of Children, Youth, and Families  
[\(509\) 834-6840](#) (phone)  
[\(509\) 480-1071](#) (cell)



---

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>  
**Sent:** Thursday, September 2, 2021 5:54 PM  
**To:** Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>  
**Subject:** Re: Waiver Extension Guidance

I talked with Sarah today. Working on a path

Nicole Rose  
Director, Eligibility and Provider Supports  
Department of Children, Youth, and Families  
[360-407-3697](#) or [360-333-9802](#)

---

On: 02 September 2021 17:46,  
"Hansen, Travis (DCYF)" <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)> wrote:

Yes...I think Matt requested it, but Paul had stated upfront that it would not get extended again. I think we should argue that the state of emergency is not over.

Travis Hansen, MSW  
Senior Child Care Administrator  
Department of Children, Youth, and Families  
[\(509\) 834-6840](#) (phone)  
[\(509\) 480-1071](#) (cell)



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**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>  
**Sent:** Thursday, September 2, 2021 4:15 PM  
**To:** Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>  
**Subject:** FW: Waiver Extension Guidance

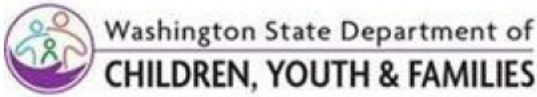
Did we ask for more waivers on the licensing piece?

*Nicole*

Nicole Rose



Director of Eligibility and Provider Supports  
Department of Children, Youth, and Families  
[www.dcyf.wa.gov](http://www.dcyf.wa.gov)  
[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | ☎ (360)407-3697 | Cell (360) 333-9802  
Pronouns: she/her/hers



---

**From:** Noski, Paul (ACF) <[paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov)>  
**Sent:** Monday, March 1, 2021 12:50 PM  
**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>; Stafford, Sarah (ACF) <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>  
**Cc:** Lee, Joshua (ACF) <[Joshua.Lee@acf.hhs.gov](mailto:Joshua.Lee@acf.hhs.gov)>; Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>; Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>  
**Subject:** RE: Waiver Extension Guidance

External Email

Matt,  
This email is to inform you that your waiver renewal for sections 98.43(a)-(d), 98.42(b)(2)(i) (A), 98.42(b)(2)(ii), and 98.42(b)(2)(i)(B) of your Child Care and Development Fund Plan for FY 2019 – 2021 has been approved with an effective date of March 1, 2021 through September 30, 2021. We look forward to our continued partnership in the administration of your Child Care and Development Fund program. If you have any questions or need further assistance, please feel free to contact me at [paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov) and 206-615-2609.

Paul Noski, Regional Program Manager  
Office of Child Care-Region X  
Administration for Children and Families  
Department of Health and Human Services

701 5<sup>th</sup> Avenue, Suite 1600, MS 74  
Seattle, WA 98104

Phone: (206) 615-2609

Fax: (206) 615-2574

E-mail: [paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov)

Visit the Office of Child Care Website at [www.acf.hhs.gov/programs/occ](http://www.acf.hhs.gov/programs/occ)

---

**From:** Judge, Matt (DCYF)  
**Sent:** Wednesday, January 27, 2021 11:19 AM  
**To:** Stafford, Sarah (ACF)  
**Cc:** Lee, Joshua (ACF) ; Noski, Paul (ACF) ; Rose, Nicole (DCYF) ; Hansen, Travis (DCYF) ; Parvin, Chris (DCYF)  
**Subject:** RE: Waiver Extension Guidance

Hi Sarah,

DCYF would like to request extensions of several of its current COVID-19 waivers granted before October 1, 2020. The requests and the bases for them are as follows:

**I. Criminal Background Checks.**

(1) The provision from which the state seeks relief.

DCYF seeks temporary relief from the requirement in 45 CFR 98.43(a) through (d) that child care staff must receive a background check that includes the following:

- (1) A Federal Bureau of Investigation fingerprint check using Next Generation Identification;
  - (2) A search of the National Crime Information Center's National Sex Offender Registry;
  - (3) A search of the all registries, repositories, or databases in the State where the child care staff member resided during the preceding five years; and
  - (4) The fingerprinting requirement related to the in-state criminal history check.
- (2) The reason DCYF is requesting waiver including a description of the extraordinary circumstances.

As a result of the pandemic, many child care provider facilities were forced to close, limiting the supply of child care. While supply has rebounded somewhat, many existing child care staff are still unable to come to work for various reasons related to the pandemic, leaving providers understaffed. Finally, while fingerprinting offices have reopened, with coronavirus infections and deaths increasing statewide and across the nation, many staff are not making/attending fingerprint appointments out of concerns of contracting the virus and the need to social distance.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

Waiving these background check requirements while DCYF temporarily institutes a name/date of birth background check of the state's criminal, sex offender, and abuse and neglect repositories will help expedite background checks. This will allow providers to onboard new child care staff during the continuing pandemic. Whereas DCYF's existing Portable Background Check process takes, on average, 20 days to complete, from start to finish. This relief will allow providers to maintain staff to child ratios and continue delivery of child care services for children and families.

(4) How the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

DCYF will continue to administer name/date of birth background check of the state's criminal, sex offender, and abuse and neglect repositories, thereby assuring a baseline of health and safety. Staff applying for this background check will work supervised pending clearance. Allowing providers to start work after completing a name/date of birth background check while fingerprints are pending will help maintain capacity to continue providing child care. This also maintains social distancing as recommended by the CDC and state Department of Health, so that new provider staff do not begin work after having been potentially exposed to COVID-19 in the fingerprinting process. Finally, if the waiver is not granted, many providers will be unable to staff their programs, forcing families to consider illegal unlicensed care with no baseline of health and safety or background check of any kind beyond what these families can conduct on their own.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020 through the duration of the state-declared emergency period, not to exceed one year initially.

## **II. Health and Safety Monitoring – Emergency Licensing, Seasonal Camps, and In-home Providers**

(1) The provision from which the state seeks relief.

DCYF seeks an extension of relief from section 45 CFR 98.42(b)(2)(i)(A) requiring pre-licensure inspection for compliance with health, safety, and fire standards. This waiver request applies to emergency licensed providers and seasonal camp providers as described below, not traditional licensed providers.

DCYF seeks relief from 45 CFR 98.42(b)(2)(ii) requiring annual inspection for compliance

with health, safety, and fire standards for in-home, nonrelative child care providers.

(2) The reason we are requesting waiver including a description of the extraordinary circumstances.

45 CFR 98.42(b)(2)(i)(A):

During the pandemic, the state needs the ability to quickly onboard licensed providers on an emergency basis, necessitating abbreviated, remote, virtual initial monitoring conducted using smartphones or other audio/visual equipment allowing remote inspection. Remote inspection is also needed to support social distancing per CDC and DOH recommendations.

DCYF has developed an Emergency License process that will exist in parallel with its traditional licensing system, and is seeking the above relief as to emergency licensees, not traditional licensees. Emergency licensing also includes an abbreviated initial inspection that does not cover all health, safety, and fire standards. However, the emergency license lasts only six months, at the end of which time the license expires or the provider can apply for the traditional license, with inspections covering all required topics compliant with all CCDF requirements.

The state is also providing other paths for providers to enter the system, including through the state's license exempt category of seasonal camps. DCYF will certify these license exempt providers and contract with those who provide subsidized child care, both on a temporary basis during the emergency.

45 CFR 98.42(b)(2)(ii):

Extension of the waiver of the monitoring requirement is temporarily needed for in-home, non-relative care providers. DCYF is gradually implementing virtual health and safety inspections in support of social distancing but does not have a fully functioning program online to conduct them for all providers of this type.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

45 CFR 98.42(b)(2)(i)(A):

Extending waiver of this requirement will allow DCYF to maintain its emergency licensing process and onboard seasonal camps to address any arising immediate need of children and families for child care services. Washington state lost significant child care capacity due to COVID-19, necessitating a rapid response to onboard new providers to meet demand. DCYF's emergency licensing process coexists with current licensing rules under which existing providers were licensed in accordance with CCDF requirements. Emergency licensing allows new providers to quickly begin operations during the COVID-19 emergency by abbreviating inspection requirements and allowing them to be conducted remotely and virtually in observance of social distancing guidelines. Seasonal camps, due to their license exempt status, will be quick to onboard, providing timely additional provider capacity during the emergency. DCYF needs this flexibility as the future of the pandemic and its impact on supply and demand for child care is unpredictable, particularly with new strains of the virus arriving in the State.

45 CFR 98.42(b)(2)(ii):

A waiver of this requirement will allow in-home relative care providers, who serve thousands of children daily across the state, to remain certified and allow DCYF to direct resources toward onboarding emergency licensed care.

(4) how the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

45 CFR 98.42(b)(2)(i)(A):

While extension of this waiver will temporarily postpone inspection requirements for licensed providers, DCYF's Emergency Licensing rules and processes continue to provide for a baseline of health and safety standards (emailed and available to providers online), training on

all of the required topics, along with phone and virtual inspection processes that enable us to communicate critical health and safety information to new providers and view their licensed space for potential issues. Finally, emergency licensees are subject to the same licensing complaint process as traditional licensed providers, including potential investigation in the case of alleged abuse and neglect.

Continuing to waive these elements will serve social distancing as recommended by the CDC and state Department of Health, so that new providers do not begin operations after having been potentially exposed to COVID-19 in the licensing process.

Potential capacity in the form of seasonal camps will also be a benefit from waiver extension. DCYF will assist these providers by providing guidance in the form of the emergency child care rules and regulations, along with the full licensing rules, as models on which to base their practices. DCYF will further provide guidance on COVID-19 social distancing and safety measures, consistent with CDC and DOH guidelines. Contracts with providers of this type for subsidized child care will establish in their terms the CCDF-required health, safety, and fire standards.

45 CFR 98.42(b)(2)(ii):

DCYF just implemented health and safety standards on October 1, 2020 for in-home, non-relative care providers. DCYF continues to implement virtual monitoring visits to in-home care, non-relative providers; provide families with a health and safety checklist; and conduct visits only in instances when there are serious health and safety concerns. In-home, non-relative child care providers must complete a background check (see waiver above) and must complete health and safety training within 90 days of providing care. DCYF will move to inspect these providers as soon as the requisite inspector staff are onboarded.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020 through the duration of the state-declared emergency period, not to exceed one year initially.

### **III. Health and Safety Monitoring – Unannounced Visits**

(1) The provision from which the state seeks relief.

DCYF seeks extension of relief from section 45 CFR 98.42(b)(2)(i)(B) requiring an annual unannounced inspection of licensed providers for compliance with health, safety, and fire standards. Specifically, DCYF seeks relief from only the “unannounced” and “inspection” aspects of this section.

(2) The reason we are requesting waiver including a description of the extraordinary circumstances.

To address the risk of exposure to COVID-19 for both providers and licensing staff, and in observance of social distancing requirements, DCYF has altered its practices to minimize face to face contact between agency staff and provider, and to support remote, virtual health and safety visits. By their nature, these virtual visits require prior coordination with providers in order to ensure that required technology will support the process. For these reasons, DCYF cannot practicably meet the requirement to conduct unannounced annual inspections of licensed providers for compliance with health, safety, and fire standards, and seeks waiver from it. This continues to be an issue as the number of infections and deaths have increased rapidly during the Winter.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

Extending waiver of the requirement for annual unannounced inspections of licensed providers for compliance with health, safety, and fire standards will allow DCYF to safely monitor via virtual health and safety visits on all CCDF-required health and safety topics. This improves delivery of services by reducing the risk that child care providers working with children are exposed to COVID-19.

(4) how the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

While this waiver removes the requirement for unannounced annual health and safety inspections, DCYF maintains its existing health and safety standards and training on all of the required topics, and annual phone and virtual visit processes will continue to cover all required topics. Further, all of these virtual visits are followed by unannounced in-person verification visits. During verification visits, licensors can view anything they could not determine compliance on during the virtual visit, recheck any noncompliance identified during the virtual visit, and assure observations during the virtual visit were accurate and basic health and safety components are met. Finally, licensees will still be subject to the same licensing complaint process as traditional licensed providers, including potential investigation in the case of alleged abuse and neglect.

Continuing to waive these elements will serve social distancing as recommended by the CDC and state Department of Health, so that providers are not potentially exposed to COVID-19 in the licensing process. Finally, if this waiver is not granted, the state will be unable to maintain licensed care, forcing families to consider illegal unlicensed care with no baseline of health and safety training or monitoring of any kind.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020 through the duration of the state-declared emergency period, not to exceed one year initially.

Sincerely,

**Matt Judge | Child Care Administrator | C. 360-522-3241**

Eligibility and Provider Supports Division



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

---

**From:** Stafford, Sarah (ACF) <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>

**Sent:** Wednesday, January 6, 2021 6:59 AM

**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>

**Cc:** Lee, Joshua (ACF) <[Joshua.Lee@acf.hhs.gov](mailto:Joshua.Lee@acf.hhs.gov)>

**Subject:** Waiver Extension Guidance

This message has originated from an External Source. Please use caution when opening attachments, clicking links, or responding to this email. Contact your desktop support or IT security staff for assistance and to report suspicious messages.

Hello Matt,

As you may have heard, you can request to extend your current waiver(s) until September 30, 2021 *if* your initial waiver approval was granted before October 1, 2020. You do not need a new signed letter or email from leadership, unless your internal policies require it. You can instead submit an email by January 28, 2021 with the following information to me, Paul, and Josh:

Re-state the reason(s) why your lead agency is requesting the waiver extension. Include a description of the extraordinary circumstance(s) caused by COVID-19 that led to the need of waiving the requirement(s) until September 30, 2021. Describe what has been specifically impacted by COVID-19, including *how or why* it has been impacted by the pandemic, and why your agency needs additional time. You can refer to your original waiver request for some of this language.

Provide sufficient detail on the provision(s) your agency is seeking continued relief from (re-state the statutory citation as listed on your OCC waiver approval letter). Re-state how relief

from the sanction/provision will, by itself, improve the delivery of child care services for children and families. You can refer to your original waiver request for some of this language.

Re-certify and describe how the health, safety, and well-being of children served through your CCDF program will not be compromised as a result of the waiver extension. You can refer to your original waiver request for this language.

Re-state your waiver start/effective date as listed in your original OCC waiver approval letter.

Your lead agency only needs to request a waiver extension if your initial waiver approval was granted before October 1, 2020. Your agency also does not need to request an extension if you do not wish to implement the waiver past the duration date listed in your OCC waiver approval letter.

If you would like to request a *new* waiver, an official waiver request letter signed by your leadership is needed. Let me know if you need those separate request requirements.

Please reach out if you have any questions or need assistance with your waiver extension request,

**Sarah Stafford** (she/her/hers)

Program Specialist I Office of Child Care

Administration for Children and Families

US Department of Health and Human Services I Region10 Seattle

p (206) 615-2565 I e [sarah.stafford@acf.hhs.gov](mailto:sarah.stafford@acf.hhs.gov)

w <http://www.acf.hhs.gov/programs/occ>

View all OCC COVID-19 Resources [here](#)

**From:** [Zlock, Sedra \(DCYF\)](#)  
**To:** [Rose, Nicole \(DCYF\)](#)  
**Subject:** RE: CCDF Waiver Delta variant  
**Date:** Thursday, September 2, 2021 4:47:09 PM  
**Attachments:** [image003.png](#)

---

Updated and sent to Kari \*\*Thumbs up

**Sedra Zlock**

***Administrative Assistant to Director Nicole Rose***

Eligibility and Provider Supports Operations Division  
Department of Children, Youth and Families  
P.O. Box 40970 | 505 Union Ave SE, Suite #250  
Olympia WA 98504-0970  
(360) 819-7268 | [sedra.zlock@dcyf.wa.gov](mailto:sedra.zlock@dcyf.wa.gov) | [www.dcyf.wa.gov](http://www.dcyf.wa.gov)

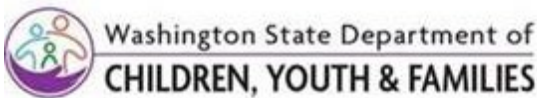
---

**From:** Rose, Nicole (DCYF)  
**Sent:** Thursday, September 2, 2021 4:33 PM  
**To:** Zlock, Sedra (DCYF) <[sedra.zlock@dcyf.wa.gov](mailto:sedra.zlock@dcyf.wa.gov)>  
**Subject:** FW: CCDF Waiver Delta variant  
**Importance:** High

Actually need this with Ross' information and signature, can use the same date.

*Nicole*

Nicole Rose  
Director of Eligibility and Provider Supports  
Department of Children, Youth, and Families  
[www.dcyf.wa.gov](http://www.dcyf.wa.gov)  
[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | ☎ (360)407-3697 | Cell (360) 333-9802  
Pronouns: she/her/hers



---

**From:** Zlock, Sedra (DCYF)  
**Sent:** Friday, August 20, 2021 7:51 AM  
**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>  
**Cc:** Russell, Amy (DCYF) <[amy.russell@dcyf.wa.gov](mailto:amy.russell@dcyf.wa.gov)>  
**Subject:** RE: CCDF Waiver Delta variant  
Good morning!! Attached is the document plus a side of TGIF

**Sedra Zlock**

***Administrative Assistant to Director Nicole Rose***

Eligibility and Provider Supports Operations Division  
Department of Children, Youth and Families  
P.O. Box 40970 | 505 Union Ave SE, Suite #250  
Olympia WA 98504-0970  
(360) 819-7268 | [sedra.zlock@dcyf.wa.gov](mailto:sedra.zlock@dcyf.wa.gov) | [www.dcyf.wa.gov](http://www.dcyf.wa.gov)

---

**From:** Rose, Nicole (DCYF)



**Sent:** Friday, August 20, 2021 6:35 AM

**To:** Zlock, Sedra (DCYF) <[sedra.zlock@dcyf.wa.gov](mailto:sedra.zlock@dcyf.wa.gov)>

**Cc:** Russell, Amy (DCYF) <[amy.russell@dcyf.wa.gov](mailto:amy.russell@dcyf.wa.gov)>

**Subject:** FW: CCDF Waiver Delta variant

**Importance:** High

Please accept track changes, review once more for any other edits, and put my electronic signature on this. I would like to get this out this morning.

Thank you!

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | ☎ (360)407-3697 | Cell (360) 333-9802

Pronouns: she/her/hers



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

---

**From:** Russell, Amy (DCYF)

**Sent:** Friday, August 13, 2021 10:08 AM

**To:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>; Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Cc:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** RE: CCDF Waiver Delta variant

Thanks Jason and Jim,

I have made some edits (attached). Please review.

Amy

**Amy Russell** | Operations Administrator

**Eligibility and Provider Supports Division**

Office 360.407.3690 | Cell 360.890.6028

Republic Building, 505 Union Ave SE, Suite 250 | P.O. Box 40970 | Olympia WA 98504-0970



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

---

**From:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>

**Sent:** Thursday, August 12, 2021 4:19 PM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>; Russell, Amy (DCYF) <[amy.russell@dcyf.wa.gov](mailto:amy.russell@dcyf.wa.gov)>

**Cc:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** FW: CCDF Waiver Delta variant

Hi Amy and Nicole,



Jim worked on this for us and Chris provided his edits (left in track changes). Is this what you were looking for related to an ask with OCC related to background checks?

---

**From:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>

**Sent:** Thursday, August 12, 2021 4:06 PM

**To:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>

**Subject:** FW: CCDF Waiver Delta variant

Jason here is the folder (Matt's S-drive) for the waivers -

[\\DELOLYUT11002\AgencyData\DEL\LICENSING OVERSIGHT DIVISION\Matt Judge\CCDF Administrator\COVID-19 Coronavirus\Waivers\Waiver 1 Background Check Monitoring Copay February 29 2020\CCDF Waiver Delta variant.docx](#)

**Jim Hoseth**

*Administrative Regulations Analyst*

*Department of Children, Youth and Families*

*Cell: (360)522-6002*



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

---

**From:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Sent:** Thursday, August 12, 2021 3:59 PM

**To:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>

**Cc:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>

**Subject:** RE: CCDF Waiver Delta variant

Yes, thank you for pulling this together Jim. Attached are my suggested edits showing those changes for your consideration.

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division

Cell 360-890-0464



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

---

**From:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>

**Sent:** Thursday, August 12, 2021 3:32 PM

**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Cc:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>

**Subject:** CCDF Waiver Delta variant

**From:** [Parvin, Chris \(DCYF\)](#)  
**To:** [Rose, Nicole \(DCYF\)](#)  
**Subject:** RE: Waiver Extension Guidance  
**Date:** Thursday, September 2, 2021 3:06:51 PM

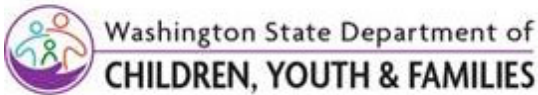
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Yeah, because I think that was us asking for relief for that and she replied and said no more but was sending to central office. I was going to look for that letter, but squirrel. It's another Monday ☺

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division

Cell 360-890-0464



---

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Thursday, September 2, 2021 3:04 PM

**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** RE: Waiver Extension Guidance

You mean the one I just did and signed when I shouldn't have?

*Nicole*

Nicole Rose

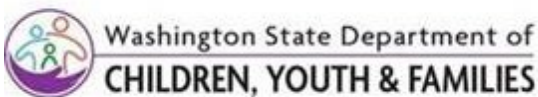
Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | 📞 (360)407-3697 | Cell (360) 333-9802

Pronouns: she/her/hers



---

**From:** Parvin, Chris (DCYF)

**Sent:** Thursday, September 2, 2021 2:59 PM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Subject:** RE: Waiver Extension Guidance

That was the letter or ask to Sarah, right? I believe Matt did and it was specific to the provisional hire.

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division

Cell 360-890-0464



---

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Thursday, September 2, 2021 2:58 PM

**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** RE: Waiver Extension Guidance

And it looks like we didn't ask for another one? I can't seem to find it.

*Nicole*

Nicole Rose

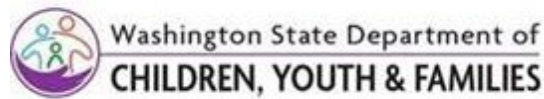
Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

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Pronouns: she/her/hers



---

**From:** Parvin, Chris (DCYF)

**Sent:** Thursday, September 2, 2021 2:32 PM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

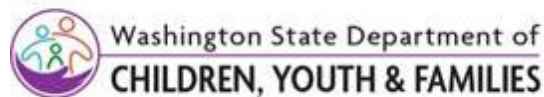
**Subject:** RE: Waiver Extension Guidance

Yes, this is the extension from Feb. 2021 to end of this month.

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division

Cell 360-890-0464



---

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Thursday, September 2, 2021 2:31 PM

**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** FW: Waiver Extension Guidance

*Nicole*

Nicole Rose

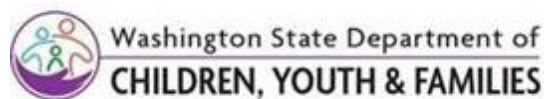
Director of Eligibility and Provider Supports

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[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | ☎ (360)407-3697 | Cell (360) 333-9802

Pronouns: she/her/hers



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**From:** Noski, Paul (ACF) <[paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov)>

**Sent:** Monday, March 1, 2021 12:50 PM

**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>; Stafford, Sarah (ACF) <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>

**Cc:** Lee, Joshua (ACF) <[Joshua.Lee@acf.hhs.gov](mailto:Joshua.Lee@acf.hhs.gov)>; Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>; Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** RE: Waiver Extension Guidance

External Email

Matt,

This email is to inform you that your waiver renewal for sections 98.43(a)-(d), 98.42(b)(2)(i) (A), 98.42(b)(2)(ii), and 98.42(b)(2)(i)(B) of your Child Care and Development Fund Plan for FY 2019 – 2021 has been approved with an effective date of March 1, 2021 through September 30, 2021. We look forward to our continued partnership in the administration of your Child Care and Development Fund program. If you have any questions or need further assistance, please feel free to contact me at [paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov) and 206-615-2609.

Paul Noski, Regional Program Manager  
Office of Child Care-Region X  
Administration for Children and Families  
Department of Health and Human Services

701 5<sup>th</sup> Avenue, Suite 1600, MS 74  
Seattle, WA 98104

Phone: (206) 615-2609

Fax: (206) 615-2574

E-mail: [paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov)

Visit the Office of Child Care Website at [www.acf.hhs.gov/programs/occ](http://www.acf.hhs.gov/programs/occ)

---

**From:** Judge, Matt (DCYF)

**Sent:** Wednesday, January 27, 2021 11:19 AM

**To:** Stafford, Sarah (ACF)

**Cc:** Lee, Joshua (ACF) ; Noski, Paul (ACF) ; Rose, Nicole (DCYF) ; Hansen, Travis (DCYF) ; Parvin, Chris (DCYF)

**Subject:** RE: Waiver Extension Guidance

Hi Sarah,

DCYF would like to request extensions of several of its current COVID-19 waivers granted before October 1, 2020. The requests and the bases for them are as follows:

**I. Criminal Background Checks.**

(1) The provision from which the state seeks relief.

DCYF seeks temporary relief from the requirement in 45 CFR 98.43(a) through (d) that child care staff must receive a background check that includes the following:

- (1) A Federal Bureau of Investigation fingerprint check using Next Generation Identification;
  - (2) A search of the National Crime Information Center's National Sex Offender Registry;
  - (3) A search of the all registries, repositories, or databases in the State where the child care staff member resided during the preceding five years; and
  - (4) The fingerprinting requirement related to the in-state criminal history check.
- (2) The reason DCYF is requesting waiver including a description of the extraordinary circumstances.

As a result of the pandemic, many child care provider facilities were forced to close, limiting

the supply of child care. While supply has rebounded somewhat, many existing child care staff are still unable to come to work for various reasons related to the pandemic, leaving providers understaffed. Finally, while fingerprinting offices have reopened, with coronavirus infections and deaths increasing statewide and across the nation, many staff are not making/attending fingerprint appointments out of concerns of contracting the virus and the need to social distance.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

Waiving these background check requirements while DCYF temporarily institutes a name/date of birth background check of the state's criminal, sex offender, and abuse and neglect repositories will help expedite background checks. This will allow providers to onboard new child care staff during the continuing pandemic. Whereas DCYF's existing Portable Background Check process takes, on average, 20 days to complete, from start to finish. This relief will allow providers to maintain staff to child ratios and continue delivery of child care services for children and families.

(4) How the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

DCYF will continue to administer name/date of birth background check of the state's criminal, sex offender, and abuse and neglect repositories, thereby assuring a baseline of health and safety. Staff applying for this background check will work supervised pending clearance. Allowing providers to start work after completing a name/date of birth background check while fingerprints are pending will help maintain capacity to continue providing child care. This also maintains social distancing as recommended by the CDC and state Department of Health, so that new provider staff do not begin work after having been potentially exposed to COVID-19 in the fingerprinting process. Finally, if the waiver is not granted, many providers will be unable to staff their programs, forcing families to consider illegal unlicensed care with no baseline of health and safety or background check of any kind beyond what these families can conduct on their own.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020 through the duration of the state-declared emergency period, not to exceed one year initially.

## **II. Health and Safety Monitoring – Emergency Licensing, Seasonal Camps, and In-home Providers**

(1) The provision from which the state seeks relief.

DCYF seeks an extension of relief from section 45 CFR 98.42(b)(2)(i)(A) requiring pre-licensure inspection for compliance with health, safety, and fire standards. This waiver request applies to emergency licensed providers and seasonal camp providers as described below, not traditional licensed providers.

DCYF seeks relief from 45 CFR 98.42(b)(2)(ii) requiring annual inspection for compliance with health, safety, and fire standards for in-home, nonrelative child care providers.

(2) The reason we are requesting waiver including a description of the extraordinary circumstances.

45 CFR 98.42(b)(2)(i)(A):

During the pandemic, the state needs the ability to quickly onboard licensed providers on an emergency basis, necessitating abbreviated, remote, virtual initial monitoring conducted using smartphones or other audio/visual equipment allowing remote inspection. Remote inspection is also needed to support social distancing per CDC and DOH recommendations.

DCYF has developed an Emergency License process that will exist in parallel with its traditional licensing system, and is seeking the above relief as to emergency licensees, not traditional licensees. Emergency licensing also includes an abbreviated initial inspection that

does not cover all health, safety, and fire standards. However, the emergency license lasts only six months, at the end of which time the license expires or the provider can apply for the traditional license, with inspections covering all required topics compliant with all CCDF requirements.

The state is also providing other paths for providers to enter the system, including through the state's license exempt category of seasonal camps. DCYF will certify these license exempt providers and contract with those who provide subsidized child care, both on a temporary basis during the emergency.

45 CFR 98.42(b)(2)(ii):

Extension of the waiver of the monitoring requirement is temporarily needed for in-home, non-relative care providers. DCYF is gradually implementing virtual health and safety inspections in support of social distancing but does not have a fully functioning program online to conduct them for all providers of this type.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

45 CFR 98.42(b)(2)(i)(A):

Extending waiver of this requirement will allow DCYF to maintain its emergency licensing process and onboard seasonal camps to address any arising immediate need of children and families for child care services. Washington state lost significant child care capacity due to COVID-19, necessitating a rapid response to onboard new providers to meet demand. DCYF's emergency licensing process coexists with current licensing rules under which existing providers were licensed in accordance with CCDF requirements. Emergency licensing allows new providers to quickly begin operations during the COVID-19 emergency by abbreviating inspection requirements and allowing them to be conducted remotely and virtually in observance of social distancing guidelines. Seasonal camps, due to their license exempt status, will be quick to onboard, providing timely additional provider capacity during the emergency. DCYF needs this flexibility as the future of the pandemic and its impact on supply and demand for child care is unpredictable, particularly with new strains of the virus arriving in the State.

45 CFR 98.42(b)(2)(ii):

A waiver of this requirement will allow in-home relative care providers, who serve thousands of children daily across the state, to remain certified and allow DCYF to direct resources toward onboarding emergency licensed care.

(4) how the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

45 CFR 98.42(b)(2)(i)(A):

While extension of this waiver will temporarily postpone inspection requirements for licensed providers, DCYF's Emergency Licensing rules and processes continue to provide for a baseline of health and safety standards (emailed and available to providers online), training on all of the required topics, along with phone and virtual inspection processes that enable us to communicate critical health and safety information to new providers and view their licensed space for potential issues. Finally, emergency licensees are subject to the same licensing complaint process as traditional licensed providers, including potential investigation in the case of alleged abuse and neglect.

Continuing to waive these elements will serve social distancing as recommended by the CDC and state Department of Health, so that new providers do not begin operations after having been potentially exposed to COVID-19 in the licensing process.

Potential capacity in the form of seasonal camps will also be a benefit from waiver extension. DCYF will assist these providers by providing guidance in the form of the emergency child care rules and regulations, along with the full licensing rules, as models on which to base their

practices. DCYF will further provide guidance on COVID-19 social distancing and safety measures, consistent with CDC and DOH guidelines. Contracts with providers of this type for subsidized child care will establish in their terms the CCDF-required health, safety, and fire standards.

45 CFR 98.42(b)(2)(ii):

DCYF just implemented health and safety standards on October 1, 2020 for in-home, non-relative care providers. DCYF continues to implement virtual monitoring visits to in-home care, non-relative providers; provide families with a health and safety checklist; and conduct visits only in instances when there are serious health and safety concerns. In-home, non-relative child care providers must complete a background check (see waiver above) and must complete health and safety training within 90 days of providing care. DCYF will move to inspect these providers as soon as the requisite inspector staff are onboarded.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020 through the duration of the state-declared emergency period, not to exceed one year initially.

### **III. Health and Safety Monitoring – Unannounced Visits**

(1) The provision from which the state seeks relief.

DCYF seeks extension of relief from section 45 CFR 98.42(b)(2)(i)(B) requiring an annual unannounced inspection of licensed providers for compliance with health, safety, and fire standards. Specifically, DCYF seeks relief from only the “unannounced” and “inspection” aspects of this section.

(2) The reason we are requesting waiver including a description of the extraordinary circumstances.

To address the risk of exposure to COVID-19 for both providers and licensing staff, and in observance of social distancing requirements, DCYF has altered its practices to minimize face to face contact between agency staff and provider, and to support remote, virtual health and safety visits. By their nature, these virtual visits require prior coordination with providers in order to ensure that required technology will support the process. For these reasons, DCYF cannot practicably meet the requirement to conduct unannounced annual inspections of licensed providers for compliance with health, safety, and fire standards, and seeks waiver from it. This continues to be an issue as the number of infections and deaths have increased rapidly during the Winter.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

Extending waiver of the requirement for annual unannounced inspections of licensed providers for compliance with health, safety, and fire standards will allow DCYF to safely monitor via virtual health and safety visits on all CCDF-required health and safety topics. This improves delivery of services by reducing the risk that child care providers working with children are exposed to COVID-19.

(4) how the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

While this waiver removes the requirement for unannounced annual health and safety inspections, DCYF maintains its existing health and safety standards and training on all of the required topics, and annual phone and virtual visit processes will continue to cover all required topics. Further, all of these virtual visits are followed by unannounced in-person verification visits. During verification visits, licensors can view anything they could not determine compliance on during the virtual visit, recheck any noncompliance identified during the virtual visit, and assure observations during the virtual visit were accurate and basic health and safety components are met. Finally, licensees will still be subject to the same licensing complaint process as traditional licensed providers, including potential investigation in the case of



alleged abuse and neglect.

Continuing to waive these elements will serve social distancing as recommended by the CDC and state Department of Health, so that providers are not potentially exposed to COVID-19 in the licensing process. Finally, if this waiver is not granted, the state will be unable to maintain licensed care, forcing families to consider illegal unlicensed care with no baseline of health and safety training or monitoring of any kind.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020 through the duration of the state-declared emergency period, not to exceed one year initially.

Sincerely,

**Matt Judge | Child Care Administrator | C. 360-522-3241**

Eligibility and Provider Supports Division



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

---

**From:** Stafford, Sarah (ACF) <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>

**Sent:** Wednesday, January 6, 2021 6:59 AM

**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>

**Cc:** Lee, Joshua (ACF) <[Joshua.Lee@acf.hhs.gov](mailto:Joshua.Lee@acf.hhs.gov)>

**Subject:** Waiver Extension Guidance

This message has originated from an External Source. Please use caution when opening attachments, clicking links, or responding to this email. Contact your desktop support or IT security staff for assistance and to report suspicious messages.

Hello Matt,

As you may have heard, you can request to extend your current waiver(s) until September 30, 2021 *if* your initial waiver approval was granted before October 1, 2020. You do not need a new signed letter or email from leadership, unless your internal policies require it. You can instead submit an email by January 28, 2021 with the following information to me, Paul, and Josh:

Re-state the reason(s) why your lead agency is requesting the waiver extension. Include a description of the extraordinary circumstance(s) caused by COVID-19 that led to the need of waiving the requirement(s) until September 30, 2021. Describe what has been specifically impacted by COVID-19, including *how or why* it has been impacted by the pandemic, and why your agency needs additional time. You can refer to your original waiver request for some of this language.

Provide sufficient detail on the provision(s) your agency is seeking continued relief from (re-state the statutory citation as listed on your OCC waiver approval letter). Re-state how relief from the sanction/provision will, by itself, improve the delivery of child care services for children and families. You can refer to your original waiver request for some of this language.

Re-certify and describe how the health, safety, and well-being of children served through your CCDF program will not be compromised as a result of the waiver extension. You can refer to your original waiver request for this language.

Re-state your waiver start/effective date as listed in your original OCC waiver approval letter.

Your lead agency only needs to request a waiver extension if your initial waiver approval was granted before October 1, 2020. Your agency also does not need to request an extension if you do not wish to implement the waiver past the duration date listed in your OCC waiver



approval letter.

If you would like to request a *new* waiver, an official waiver request letter signed by your leadership is needed. Let me know if you need those separate request requirements.

Please reach out if you have any questions or need assistance with your waiver extension request,

**Sarah Stafford** (she/her/hers)

Program Specialist I Office of Child Care

Administration for Children and Families

US Department of Health and Human Services I Region10 Seattle

p (206) 615-2565 I e [sarah.stafford@acf.hhs.gov](mailto:sarah.stafford@acf.hhs.gov)

w <http://www.acf.hhs.gov/programs/occ>

**View all OCC COVID-19 Resources [here](#)**

**From:** [Parvin, Chris \(DCYF\)](#)  
**To:** [Rose, Nicole \(DCYF\)](#)  
**Subject:** RE: CCDBG requirement to complete background check prior to hire  
**Date:** Thursday, September 2, 2021 6:30:52 AM  
**Attachments:** [image003.png](#)

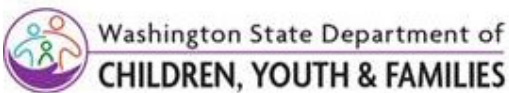
---

That's a great idea about a FAQ. Doesn't require a "recall" on the earlier message and gives us an opportunity to clarify things very specifically. I'll offer this to Travis and Judy as an option I'm sure they'll agree and see if they have anything to add and ask their perspective as an "outside looking in" what is confusing and would a provider need more info about.

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division

Cell 360-890-0464



---

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Thursday, September 2, 2021 6:27 AM

**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** RE: CCDBG requirement to complete background check prior to hire

Don't spend time searching, I think you have what you need below

I also remember this coming up quite a bit related to Head Start, and the same conversation occurred. I think at this point, I just really need to connect with Sarah and let her know what an issue this is.

I will cc you and Jim on the email.

I also had a thought – and it may be good for you to run by Travis and Judy if you think it might be helpful. Given that Kerri had some many calls and emails, should we do some sort of simple FAQ that we can post and send out maybe next week? It could incorporate the info you had in the updated email, as well as the questions you got yesterday. What do you think?

Thank you for all that you are doing, I really appreciate it.

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports  
Department of Children, Youth, and Families

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | ☎ (360)407-3697 | Cell (360) 333-9802

Pronouns: she/her/hers



---

**From:** Parvin, Chris (DCYF)

**Sent:** Thursday, September 2, 2021 6:23 AM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Subject:** RE: CCDBG requirement to complete background check prior to hire

Good morning,

I will look through my communications with Matt and our submitted plan. Federal law is very cryptic, I find, and often doesn't come out and say what you need. However, the fact that it specifically lists an exception

to be hired and work supervised after completing one of the fingerprint requirements indicates the full background check is needed for full employment and conditional if that component is achieved. Here is a link to an overview put out by the ACF on the CCDBG background check requirements [https://childcareta.acf.hhs.gov/sites/default/files/public/cbc\\_requirementspresentation\\_20190711.508.pdf](https://childcareta.acf.hhs.gov/sites/default/files/public/cbc_requirementspresentation_20190711.508.pdf). You'll see on Slide 2 near the bottom right it says:

*Background checks are required prior to employment and at least every 5 years.  
Background checks should meet a standard 45-day or less turnaround time.  
Individuals may start work once the FBI or State fingerprint check is returned as satisfactory,  
but must be continually supervised until a determination is made on all checks.*

This is further explained on Slide 24:

## Provisional Employment

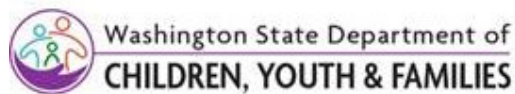
### When can a staff member begin working?

- Prospective staff members may not begin work until one of the following results have been returned as satisfactory:
  - FBI fingerprint check or
  - State criminal repository using fingerprints in the state where the staff member resides
- Until a determination is made on all checks, prospective staff must be supervised at all times by someone who has already received a qualifying result on a background check within the past five years.
- States may pose additional requirements beyond this minimum.



**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division  
Cell 360-890-0464



**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Thursday, September 2, 2021 5:53 AM

**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** RE: CCDBG requirement to complete background check prior to hire

I feel like Matt has sent us information on this before. Here is a great resource on CFRs:

<https://www.law.cornell.edu/cfr/text/45/part-98>

Nicole

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | ☎ (360)407-3697 | Cell (360) 333-9802

Pronouns: she/her/hers



---

**From:** Parvin, Chris (DCYF)

**Sent:** Wednesday, September 1, 2021 5:18 PM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

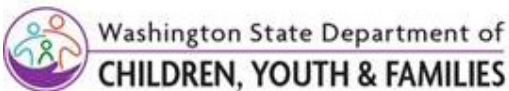
**Subject:** RE: CCDBG requirement to complete background check prior to hire

Sorry, Tom was communicating with me earlier and I couldn't find language that was super clear. He did respond and it wasn't as helpful as I thought. My citation is the answer.

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division

Cell 360-890-0464



---

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Wednesday, September 1, 2021 5:07 PM

**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** RE: CCDBG requirement to complete background check prior to hire

I appreciate the proactive work here, and don't think we needed a response from Tom on this. What are we hoping to gain from that? Please reach out to me prior to connecting with him in the future.

Thanks,

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | 📞 (360)407-3697 | Cell (360) 333-9802

Pronouns: she/her/hers



---

**From:** Parvin, Chris (DCYF)

**Sent:** Wednesday, September 1, 2021 4:59 PM

**To:** Vincent, Kerriane (DCYF) <[kerriane.vincent@dcyf.wa.gov](mailto:kerriane.vincent@dcyf.wa.gov)>; Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Subject:** CCDBG requirement to complete background check prior to hire

Hi Nicole and Kerri,

I reached out to Tom for verification, and I know he will be able to succinctly and legally explain this requirement.

[45 CFR 98.43](#) states, in part, a child care staff member (including prospective child care staff members) shall submit [a background check] request:

- (d)(2)(i) Prior to the date an individual becomes a child care staff member of the provider

There is additional language in (d)(4) that says, in part, “a prospective staff member may begin work for a child care provider...after completing either the check described at paragraph (b)(1) (which is the FBI fingerprint check) or (b)(3)(i) (the in-state fingerprint check).

The minimum is a fingerprint-based background check either through the WSP or the FBI, but we cannot separate this process from the complete background check to show an interim status in MERIT.

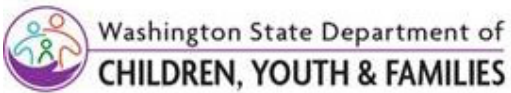
Just getting this out there now as I’m tackling other outstanding asks for today and will circle back with Tom’s response.

Chris

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division

Cell 360-890-0464



**From:** [Parvin, Chris \(DCYF\)](#)  
**To:** [Angier, Thomas D. \(ATG\)](#)  
**Subject:** RE: Help finding CFR requiring completion of background check before hire  
**Date:** Wednesday, September 1, 2021 4:59:00 PM  
**Attachments:** [CCDBG requirement to complete background check prior to hire.msg](#)

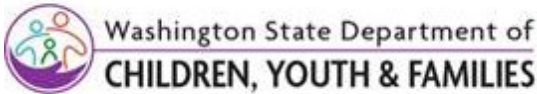
---

That works and thank you so much! Attached is my preliminary work.

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division

Cell 360-890-0464



---

**From:** Angier, Thomas D. (ATG) <ThomasD.Angier@atg.wa.gov>  
**Sent:** Wednesday, September 1, 2021 4:54 PM  
**To:** Parvin, Chris (DCYF) <chris.parvin@dcyf.wa.gov>  
**Subject:** RE: Help finding CFR requiring completion of background check before hire  
I just saw your email. I should have this for you in a couple minutes or first thing tomorrow. I have to be somewhere at 5:20 so I may not have it for you tonight. Does that work for you?

---

**From:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>  
**Sent:** Wednesday, September 1, 2021 4:26 PM  
**To:** Angier, Thomas D. (ATG) <[ThomasD.Angier@atg.wa.gov](mailto:ThomasD.Angier@atg.wa.gov)>  
**Subject:** Help finding CFR requiring completion of background check before hire

[EXTERNAL]

Hi Tom,

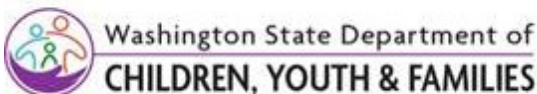
I am looking at [PL 113-186](#) and need to point out where it says an individual must pass the background check before they can be hired or on the premises of a child care.

Thank you...I'm still looking!

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division

Cell 360-890-0464



**From:** [Parvin, Chris \(DCYF\)](#)  
**To:** [Vincent, Kerriane \(DCYF\)](#); [Rose, Nicole \(DCYF\)](#)  
**Subject:** CCDBG requirement to complete background check prior to hire  
**Date:** Wednesday, September 1, 2021 4:58:52 PM

---

Hi Nicole and Kerri,

I reached out to Tom for verification, and I know he will be able to succinctly and legally explain this requirement.

[45 CFR 98.43](#) states, in part, a child care staff member (including prospective child care staff members) shall submit [a background check] request:

- (d)(2)(i) Prior to the date an individual becomes a child care staff member of the provider

There is additional language in (d)(4) that says, in part, “a prospective staff member may begin work for a child care provider...after completing either the check described at paragraph (b)(1) (which is the FBI fingerprint check) or (b)(3)(i) (the in-state fingerprint check).

The minimum is a fingerprint-based background check either through the WSP or the FBI, but we cannot separate this process from the complete background check to show an interim status in MERIT.

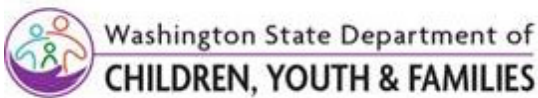
Just getting this out there now as I’m tackling other outstanding asks for today and will circle back with Tom’s response.

Chris

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division

Cell 360-890-0464



**From:** [Ramynke, Jason \(DCYF\)](#)  
**To:** [Hoseth, James \(DCYF\)](#)  
**Cc:** [Sebastian, Toni \(DCYF\)](#)  
**Subject:** FW: Background Check Waiver  
**Date:** Friday, August 20, 2021 11:36:00 AM  
**Attachments:** [CCDF Waiver Delta variantAugust202021.pdf](#)

---

nice job!

---

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>  
**Sent:** Friday, August 20, 2021 11:32 AM  
**To:** 'Stafford, Sarah (ACF)' <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>  
**Cc:** [paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov); Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>; Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>; Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>; Russell, Amy (DCYF) <[amy.russell@dcyf.wa.gov](mailto:amy.russell@dcyf.wa.gov)>  
**Subject:** Background Check Waiver

Hi Sarah –

Attached is a waiver request related to background checks. Please let me know if you have any questions about this or if anything else is needed.

Best,

*Nicole*

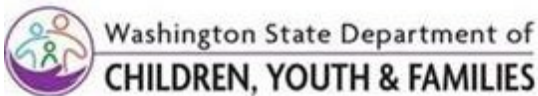
Nicole Rose

Director of Eligibility and Provider Supports  
Department of Children, Youth, and Families

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | 📞 (360)407-3697 | Cell (360) 333-9802

Pronouns: she/her/hers



---

**From:** Judge, Matt (DCYF)  
**Sent:** Monday, May 17, 2021 9:51 AM  
**To:** 'Stafford, Sarah (ACF)' <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>  
**Cc:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>; [paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov); Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>

**Subject:** Revised waiver letter regarding licensing initial inspections

Hi Sarah,

Per our conversation this morning, here is the revised waiver request letter supporting virtual initial licensing inspections. The only change here from the 4/14 submission is setting the effective date at February 29, 2020 instead of the date of submission – very much appreciated that we can do that.

Thanks,

**Matt Judge | Child Care Administrator | C. 360-522-3241**

Eligibility and Provider Supports Division





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

**From:** [Rose, Nicole \(DCYF\)](#)  
**To:** [Hansen, Travis \(DCYF\)](#)  
**Cc:** [Hoseth, James \(DCYF\)](#); [Ramynke, Jason \(DCYF\)](#); [Russell, Amy \(DCYF\)](#); [Parvin, Chris \(DCYF\)](#)  
**Subject:** FW: CCDF Waiver Delta variant  
**Date:** Wednesday, August 18, 2021 7:02:11 PM  
**Attachments:** [image005.png](#)  
[CCDF Waiver Delta variant cp\\_AFR.docx](#)  
**Importance:** High

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Travis –

Anything we need to add/edit from your perspective?

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports  
Department of Children, Youth, and Families

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[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | ☎ (360)407-3697 | Cell (360) 333-9802

Pronouns: she/her/hers



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

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**From:** Russell, Amy (DCYF)  
**Sent:** Friday, August 13, 2021 10:08 AM  
**To:** Ramynke, Jason (DCYF) ; Rose, Nicole (DCYF)  
**Cc:** Hoseth, James (DCYF) ; Parvin, Chris (DCYF)  
**Subject:** RE: CCDF Waiver Delta variant

Thanks Jason and Jim,

I have made some edits (attached). Please review.

Amy

**Amy Russell** | Operations Administrator

**Eligibility and Provider Supports Division**

Office 360.407.3690 | Cell 360.890.6028

Republic Building, 505 Union Ave SE, Suite 250 | P.O. Box 40970 | Olympia WA 98504-0970



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

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**From:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>  
**Sent:** Thursday, August 12, 2021 4:19 PM  
**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>; Russell, Amy (DCYF) <[amy.russell@dcyf.wa.gov](mailto:amy.russell@dcyf.wa.gov)>  
**Cc:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** FW: CCDF Waiver Delta variant

Hi Amy and Nicole,

Jim worked on this for us and Chris provided his edits (left in track changes). Is this what you were

looking for related to an ask with OCC related to background checks?

---

**From:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>

**Sent:** Thursday, August 12, 2021 4:06 PM

**To:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>

**Subject:** FW: CCDF Waiver Delta variant

Jason here is the folder (Matt's S-drive) for the waivers -

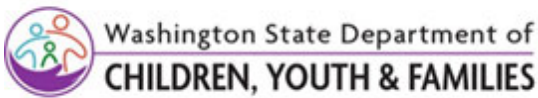
[\\DELOLYUT11002\AgencyData\DEL\LICENSING OVERSIGHT DIVISION\Matt Judge\CCDF Administrator\COVID-19 Coronavirus\Waivers\Waiver 1 Background Check Monitoring Copay February 29 2020\CCDF Waiver Delta variant.docx](#)

**Jim Hoseth**

*Administrative Regulations Analyst*

*Department of Children, Youth and Families*

*Cell: (360)522-6002*



---

**From:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Sent:** Thursday, August 12, 2021 3:59 PM

**To:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>

**Cc:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>

**Subject:** RE: CCDF Waiver Delta variant

Yes, thank you for pulling this together Jim. Attached are my suggested edits showing those changes for your consideration.

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division

Cell 360-890-0464



---

**From:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>

**Sent:** Thursday, August 12, 2021 3:32 PM

**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Cc:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>

**Subject:** CCDF Waiver Delta variant

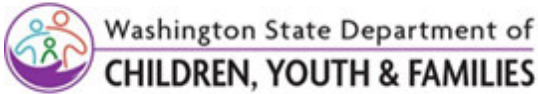
**From:** [Carter, Karin A \(DCYF\)](#)  
**To:** [Hoseth, James \(DCYF\)](#)  
**Subject:** RE: CCDF Waiver Delta variant cp\_AER  
**Date:** Monday, August 16, 2021 3:12:56 PM  
**Attachments:** [image001.png](#)

---

Ah! Thank you.

---

**From:** Hoseth, James (DCYF)  
**Sent:** Monday, August 16, 2021 3:12 PM  
**To:** Carter, Karin A (DCYF)  
**Subject:** RE: CCDF Waiver Delta variant cp\_AER  
I was just sharing what was worked on last week and then Nicole was working on this weekend  
**Jim Hoseth**  
*Administrative Regulations Analyst*  
*Department of Children, Youth and Families*  
*Cell: (360)522-6002*



---

**From:** Carter, Karin A (DCYF) <[karin.carter@dcyf.wa.gov](mailto:karin.carter@dcyf.wa.gov)>  
**Sent:** Monday, August 16, 2021 3:11 PM  
**To:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>  
**Subject:** RE: CCDF Waiver Delta variant cp\_AER  
Do you want me to edit this?

---

**From:** Hoseth, James (DCYF)  
**Sent:** Monday, August 16, 2021 12:22 PM  
**To:** Carter, Karin A (DCYF) <[karin.carter@dcyf.wa.gov](mailto:karin.carter@dcyf.wa.gov)>  
**Subject:** CCDF Waiver Delta variant cp\_AER

**From:** [Hoseth, James \(DCYF\)](#)  
**To:** [Karin A Carter \(DCYF\) \(karin.carter@dcyf.wa.gov\)](#)  
**Subject:** CCDF Waiver Delta variant cp\_AER  
**Date:** Monday, August 16, 2021 12:21:00 PM  
**Attachments:** [CCDF Waiver Delta variant cp\\_AER.docx](#)

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**From:** [Rose, Nicole \(DCYF\)](#)  
**To:** [Parvin, Chris \(DCYF\)](#); [Russell, Amy \(DCYF\)](#); [Ramynke, Jason \(DCYF\)](#)  
**Cc:** [Hoseth, James \(DCYF\)](#)  
**Subject:** RE: CCDF Waiver Delta variant  
**Date:** Sunday, August 15, 2021 8:12:04 AM  
**Attachments:** [image007.png](#)

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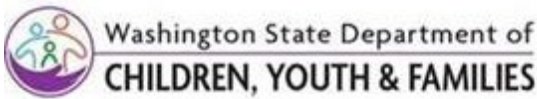
Thanks, Chris. I am fine doing those, as is. I was thinking there was something beyond the fingerprints that was ending and problematic. If not, this letter is good to go.

Best,

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports  
Department of Children, Youth, and Families  
[www.dcyf.wa.gov](http://www.dcyf.wa.gov)  
[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | 📞 (360)407-3697 | Cell (360) 333-9802  
Pronouns: she/her/hers



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**From:** Parvin, Chris (DCYF)  
**Sent:** Sunday, August 15, 2021 8:10 AM  
**To:** Rose, Nicole (DCYF) ; Russell, Amy (DCYF) ; Ramynke, Jason (DCYF)  
**Cc:** Hoseth, James (DCYF)  
**Subject:** RE: CCDF Waiver Delta variant

Good morning,

Here's my reasoning for not asking for relief from the interstate components. We are able and ready to do the interstate pieces of the CCDBG background check. I can explain further, if needed, why it would be more efficient to do these as required than have to manually track the we didn't and then have to come into compliance for the interstate pieces at a later date. Just my two cents, but we can include those as well and it would include similar language we had in our previous ask.

Also, the relief is already there to allow the individual to start work while everything else is pending, but it's the fingerprints is what is needed before the individual can be hired and not the interstate components.

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division  
Cell 360-890-0464



---

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>  
**Sent:** Friday, August 13, 2021 6:52 PM  
**To:** Russell, Amy (DCYF) <[amy.russell@dcyf.wa.gov](mailto:amy.russell@dcyf.wa.gov)>; Ramynke, Jason (DCYF)

<[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>

**Cc:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>; Parvin, Chris (DCYF)

<[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** RE: CCDF Waiver Delta variant

**Importance:** High

So if I am tracking, this doesn't actually capture the other items we want relief from which go into effect on October 1. This would include the following: Other CCDBG rules also include new interstate background check requirements for applicants who lived outside Washington State during the five years preceding their background check application. Chris, are there other pieces that go into effect on October 1 such as out of state CAN history? The letter needs to focus on all of those pieces.

Thanks,

*Nicole*

Nicole Rose

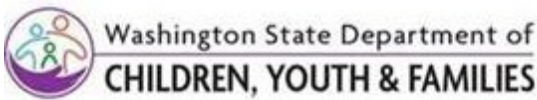
Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | ☎ (360)407-3697 | Cell (360) 333-9802

Pronouns: she/her/hers



---

**From:** Russell, Amy (DCYF)

**Sent:** Friday, August 13, 2021 10:08 AM

**To:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>; Rose, Nicole (DCYF)

<[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Cc:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>; Parvin, Chris (DCYF)

<[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** RE: CCDF Waiver Delta variant

Thanks Jason and Jim,

I have made some edits (attached). Please review.

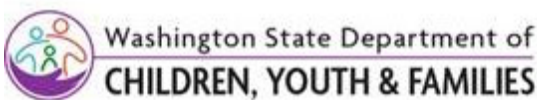
Amy

**Amy Russell** | Operations Administrator

**Eligibility and Provider Supports Division**

Office 360.407.3690 | Cell 360.890.6028

Republic Building, 505 Union Ave SE, Suite 250 | P.O. Box 40970 | Olympia WA 98504-0970



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**From:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>

**Sent:** Thursday, August 12, 2021 4:19 PM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>; Russell, Amy (DCYF) <[amy.russell@dcyf.wa.gov](mailto:amy.russell@dcyf.wa.gov)>

**Cc:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>; Parvin, Chris (DCYF)

<[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** FW: CCDF Waiver Delta variant

Hi Amy and Nicole,

Jim worked on this for us and Chris provided his edits (left in track changes). Is this what you were looking for related to an ask with OCC related to background checks?

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**From:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>

**Sent:** Thursday, August 12, 2021 4:06 PM

**To:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>

**Subject:** FW: CCDF Waiver Delta variant

Jason here is the folder (Matt's S-drive) for the waivers -

<\\DELOLYUT11002\\AgencyData\\DEL\\LICENSING OVERSIGHT DIVISION\\Matt Judge\\CCDF Administrator\\COVID-19 Coronavirus\\Waivers\\Waiver 1 Background Check Monitoring Copay February 29 2020\\CCDF Waiver Delta variant.docx>

**Jim Hoseth**

*Administrative Regulations Analyst*

*Department of Children, Youth and Families*

*Cell: (360)522-6002*



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

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**From:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Sent:** Thursday, August 12, 2021 3:59 PM

**To:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>

**Cc:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>

**Subject:** RE: CCDF Waiver Delta variant

Yes, thank you for pulling this together Jim. Attached are my suggested edits showing those changes for your consideration.

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division

Cell 360-890-0464



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

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**From:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>

**Sent:** Thursday, August 12, 2021 3:32 PM

**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Cc:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>

**Subject:** CCDF Waiver Delta variant



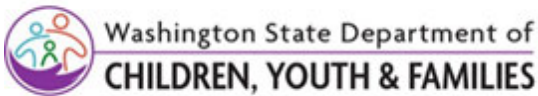
**From:** [Hoseth, James \(DCYF\)](#)  
**To:** [Ramynke, Jason \(DCYF\)](#)  
**Subject:** RE: CCDF Waiver Delta variant  
**Date:** Thursday, August 12, 2021 4:09:02 PM  
**Attachments:** [image002.png](#)

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I found a previous request that had somewhat similar items on it, nice to not have to re-create the wheel.

**Jim Hoseth**

*Administrative Regulations Analyst  
Department of Children, Youth and Families  
Cell: (360)522-6002*



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**From:** Ramynke, Jason (DCYF)  
**Sent:** Thursday, August 12, 2021 3:58 PM  
**To:** Hoseth, James (DCYF) ; Parvin, Chris (DCYF)  
**Subject:** RE: CCDF Waiver Delta variant  
This looks great. Did you happen to have the original letter also? was it really similar? Chris how does this look?

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**From:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>  
**Sent:** Thursday, August 12, 2021 3:32 PM  
**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>  
**Cc:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>  
**Subject:** CCDF Waiver Delta variant

**From:** [Hoseth, James \(DCYF\)](#)  
**To:** [Parvin, Chris \(DCYF\)](#)  
**Cc:** [Ramynke, Jason \(DCYF\)](#)  
**Subject:** RE: CCDF Waiver Delta variant  
**Date:** Thursday, August 12, 2021 4:04:27 PM  
**Attachments:** [image001.png](#)

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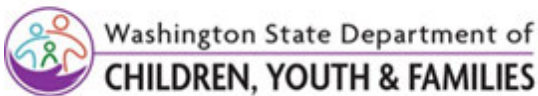
That was quick and looks great, thank you Chris!

**Jim Hoseth**

*Administrative Regulations Analyst*

*Department of Children, Youth and Families*

*Cell: (360)522-6002*

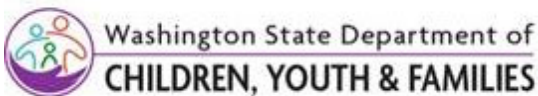


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**From:** Parvin, Chris (DCYF)  
**Sent:** Thursday, August 12, 2021 3:59 PM  
**To:** Hoseth, James (DCYF)  
**Cc:** Ramynke, Jason (DCYF)  
**Subject:** RE: CCDF Waiver Delta variant

Yes, thank you for pulling this together Jim. Attached are my suggested edits showing those changes for your consideration.

**Chris Parvin | Provider Supports Administrator**  
Eligibility and Provider Supports Division  
Cell 360-890-0464



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**From:** Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>  
**Sent:** Thursday, August 12, 2021 3:32 PM  
**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>  
**Cc:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>  
**Subject:** CCDF Waiver Delta variant

**From:** [Niemela, Stefanie \(DCYF\)](#)  
**To:** [Metzler, Cassandra \(SAO\)](#); [Garza, Stephanie \(SAO\)](#)  
**Cc:** [Niemela, Stefanie \(DCYF\)](#); [Shackley, Laura \(SAO\)](#); [Hutchinson, Michael \(SAO\)](#); [Judge, Matt \(DCYF\)](#)  
**Subject:** FW: Potential Issue with CCDF Plan Amendment 4 Approval Letter  
**Date:** Tuesday, August 3, 2021 11:04:18 AM  
**Attachments:** [RE Waiver Extension Guidance.msg](#)  
[STPLAN APPROVAL 2016.pdf](#)  
**Importance:** High

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See below. Let me know if you need anything else. Thanks

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**From:** Noski, Paul (ACF)  
**Sent:** Monday, August 2, 2021 4:41 PM  
**To:** Judge, Matt (DCYF)  
**Cc:** Stafford, Sarah (ACF) ; Niemela, Stefanie (DCYF) ; Jaramillo, Judy (DCYF) ; Hansen, Travis (DCYF) ; Ramynke, Jason (DCYF) ; Hoseth, James (DCYF)  
**Subject:** FW: Potential Issue with CCDF Plan Amendment 4 Approval Letter  
**Importance:** High

External Email

Matt,

When reviewing the CCDF Plan Database, we noticed that when you amended section 5.3.3, that the system did not include the individual letters (a, b, c, or d). When we provided the amendment back to you, we referenced a and b but omitted c. We will include the approval for 5.3.3 c within amendment 5 which will close out the plan.

Paul

Paul Noski, Regional Program Manager  
Office of Child Care-Region X  
Administration for Children and Families  
Department of Health and Human Services  
701 5<sup>th</sup> Avenue, Suite 1600, MS 74  
Seattle, WA 98104  
Phone: (206) 615-2609  
Fax: (206) 615-2574  
E-mail: [paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov)

Visit the Office of Child Care Website at [www.acf.hhs.gov/programs/occ](http://www.acf.hhs.gov/programs/occ)

---

**From:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>  
**Sent:** Wednesday, July 28, 2021 3:30 PM  
**To:** Stafford, Sarah (ACF) <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>  
**Cc:** Niemela, Stefanie (DCYF) <[Stefanie.Niemela@dcyf.wa.gov](mailto:Stefanie.Niemela@dcyf.wa.gov)>; Jaramillo, Judy (DCYF) <[judy.jaramillo@dcyf.wa.gov](mailto:judy.jaramillo@dcyf.wa.gov)>; Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>; Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>; Hoseth, James (DCYF) <[james.hoseth@dcyf.wa.gov](mailto:james.hoseth@dcyf.wa.gov)>  
**Subject:** Potential Issue with CCDF Plan Amendment 4 Approval Letter  
**Importance:** High

Hi Sarah,

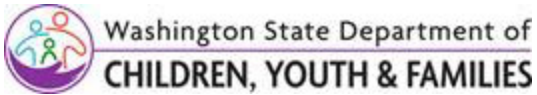
A group of us just met with SAO regarding their 2021 audit. A question came up around the

extension to our waiver of the requirement for annual FFN inspections. In our Amendment 4 to the Plan, in section 5.3.3c, we updated the date of that waiver to align with the approved (via email attached) extension through September 30, 2021. However, SAO noticed that our approval letter, also attached, doesn't discuss this specific change, and therefore their position right now is that available guidance indicates we had no waiver extension for this.

I assume this was just an accidental omission in the approval letter. Can we work together to get it revised ASAP so SAO has the correct info going forward with their audit?

**Matt Judge | Child Care Administrator | C. 360-522-3241**

Eligibility and Provider Supports Division



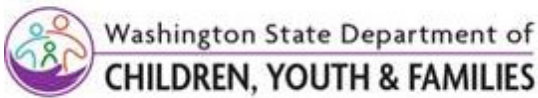
**From:** [Parvin, Chris \(DCYF\)](#)  
**To:** [Judge, Matt \(DCYF\)](#)  
**Subject:** RE: Waiver Extension Guidance  
**Date:** Thursday, July 15, 2021 8:37:45 AM

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That's a good point because the feds will allow that, but it's our electronic system that needs to be reconfigured to show an interim clearance while other parts are being completed. Something to mention in our meeting to see what Nicole suggests we say. We are getting a proposal for a new system in the next few weeks for leadership to consider. It's not something we're advertising and obviously something that would not be available on Oct. 1. So it's how do we say we are working on it.

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division  
Cell 360-890-0464



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**From:** Judge, Matt (DCYF)  
**Sent:** Thursday, July 15, 2021 8:34 AM  
**To:** Parvin, Chris (DCYF)  
**Subject:** RE: Waiver Extension Guidance

Looks good. The only part I'm not sure on how to communicate about is the exception to allow new staff to start if they have the criminal check done and are waiting for the other parts. Some folks in the provider community we've talked to will know about this and perceive we could pursue this if we had the will, when we know it's not a matter of will at this point.

---

**From:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>  
**Sent:** Thursday, July 15, 2021 7:43 AM  
**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>  
**Subject:** RE: Waiver Extension Guidance

Good morning Matt,

I believe our meeting today with Travis, Judy and Nicole is to discuss a communication plan with providers about CCDF requirements. Not sure who will be on point for talking points to send to Communications, but attached is something to consider in a communication to providers. This only addresses background checks, but it's a starting point.

Chris

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division  
Cell 360-890-0464



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**From:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>  
**Sent:** Wednesday, July 14, 2021 10:52 AM

**To:** Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** RE: Waiver Extension Guidance

Hey there, I just wanted to check in about CCDF waivers/extensions and make sure you're aware that as far as I know there's no discussion of ACF continuing these past 9/30/21, so we don't want to be developing policy assuming they continue. Here are the major categories we have in place until then:

- Fingerprint and interstate BC
- New staff BC
- Emergency licensing
- Seasonal camps
- FFN monitoring
- FFN ongoing training
- Announced/virtual initial licensing visits
- Ongoing licensing visits

---

**From:** Noski, Paul (ACF) <[paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov)>

**Sent:** Monday, March 1, 2021 12:50 PM

**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>; Stafford, Sarah (ACF) <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>

**Cc:** Lee, Joshua (ACF) <[Joshua.Lee@acf.hhs.gov](mailto:Joshua.Lee@acf.hhs.gov)>; Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>; Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** RE: Waiver Extension Guidance

External Email

Matt,

This email is to inform you that your waiver renewal for sections 98.43(a)-(d), 98.42(b)(2)(i)(A), 98.42(b)(2)(ii), and 98.42(b)(2)(i)(B) of your Child Care and Development Fund Plan for FY 2019 – 2021 has been approved with an effective date of March 1, 2021 through September 30, 2021. We look forward to our continued partnership in the administration of your Child Care and Development Fund program. If you have any questions or need further assistance, please feel free to contact me at [paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov) and 206-615-2609.

Paul Noski, Regional Program Manager

Office of Child Care-Region X

Administration for Children and Families

Department of Health and Human Services

701 5<sup>th</sup> Avenue, Suite 1600, MS 74

Seattle, WA 98104

Phone: (206) 615-2609

Fax: (206) 615-2574

E-mail: [paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov)

Visit the Office of Child Care Website at [www.acf.hhs.gov/programs/occ](http://www.acf.hhs.gov/programs/occ)

---

**From:** Judge, Matt (DCYF)

**Sent:** Wednesday, January 27, 2021 11:19 AM

**To:** Stafford, Sarah (ACF)

**Cc:** Lee, Joshua (ACF) ; Noski, Paul (ACF) ; Rose, Nicole (DCYF) ; Hansen, Travis (DCYF) ; Parvin, Chris (DCYF)

**Subject:** RE: Waiver Extension Guidance

Hi Sarah,

DCYF would like to request extensions of several of its current COVID-19 waivers granted before October 1, 2020. The requests and the bases for them are as follows:

**I. Criminal Background Checks.**

(1) The provision from which the state seeks relief.

DCYF seeks temporary relief from the requirement in 45 CFR 98.43(a) through (d) that child care staff must receive a background check that includes the following:

- (1) A Federal Bureau of Investigation fingerprint check using Next Generation Identification;
  - (2) A search of the National Crime Information Center's National Sex Offender Registry;
  - (3) A search of the all registries, repositories, or databases in the State where the child care staff member resided during the preceding five years; and
  - (4) The fingerprinting requirement related to the in-state criminal history check.
- (2) The reason DCYF is requesting waiver including a description of the extraordinary circumstances.

As a result of the pandemic, many child care provider facilities were forced to close, limiting the supply of child care. While supply has rebounded somewhat, many existing child care staff are still unable to come to work for various reasons related to the pandemic, leaving providers understaffed. Finally, while fingerprinting offices have reopened, with coronavirus infections and deaths increasing statewide and across the nation, many staff are not making/attending fingerprint appointments out of concerns of contracting the virus and the need to social distance.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

Waiving these background check requirements while DCYF temporarily institutes a name/date of birth background check of the state's criminal, sex offender, and abuse and neglect repositories will help expedite background checks. This will allow providers to onboard new child care staff during the continuing pandemic. Whereas DCYF's existing Portable Background Check process takes, on average, 20 days to complete, from start to finish. This relief will allow providers to maintain staff to child ratios and continue delivery of child care services for children and families.

(4) How the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

DCYF will continue to administer name/date of birth background check of the state's criminal, sex offender, and abuse and neglect repositories, thereby assuring a baseline of health and safety. Staff applying for this background check will work supervised pending clearance.

Allowing providers to start work after completing a name/date of birth background check while fingerprints are pending will help maintain capacity to continue providing child care. This also maintains social distancing as recommended by the CDC and state Department of Health, so that new provider staff do not begin work after having been potentially exposed to COVID-19 in the fingerprinting process. Finally, if the waiver is not granted, many providers will be unable to staff their programs, forcing families to consider illegal unlicensed care with no baseline of health and safety or background check of any kind beyond what these families can conduct on their own.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020 through the duration of the state-declared emergency period, not to exceed one year initially.

**II. Health and Safety Monitoring – Emergency Licensing, Seasonal Camps, and In-home**



## **Providers**

(1) The provision from which the state seeks relief.

DCYF seeks an extension of relief from section 45 CFR 98.42(b)(2)(i)(A) requiring pre-licensure inspection for compliance with health, safety, and fire standards. This waiver request applies to emergency licensed providers and seasonal camp providers as described below, not traditional licensed providers.

DCYF seeks relief from 45 CFR 98.42(b)(2)(ii) requiring annual inspection for compliance with health, safety, and fire standards for in-home, nonrelative child care providers.

(2) The reason we are requesting waiver including a description of the extraordinary circumstances.

45 CFR 98.42(b)(2)(i)(A):

During the pandemic, the state needs the ability to quickly onboard licensed providers on an emergency basis, necessitating abbreviated, remote, virtual initial monitoring conducted using smartphones or other audio/visual equipment allowing remote inspection. Remote inspection is also needed to support social distancing per CDC and DOH recommendations.

DCYF has developed an Emergency License process that will exist in parallel with its traditional licensing system, and is seeking the above relief as to emergency licensees, not traditional licensees. Emergency licensing also includes an abbreviated initial inspection that does not cover all health, safety, and fire standards. However, the emergency license lasts only six months, at the end of which time the license expires or the provider can apply for the traditional license, with inspections covering all required topics compliant with all CCDF requirements.

The state is also providing other paths for providers to enter the system, including through the state's license exempt category of seasonal camps. DCYF will certify these license exempt providers and contract with those who provide subsidized child care, both on a temporary basis during the emergency.

45 CFR 98.42(b)(2)(ii):

Extension of the waiver of the monitoring requirement is temporarily needed for in-home, non-relative care providers. DCYF is gradually implementing virtual health and safety inspections in support of social distancing but does not have a fully functioning program online to conduct them for all providers of this type.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

45 CFR 98.42(b)(2)(i)(A):

Extending waiver of this requirement will allow DCYF to maintain its emergency licensing process and onboard seasonal camps to address any arising immediate need of children and families for child care services. Washington state lost significant child care capacity due to COVID-19, necessitating a rapid response to onboard new providers to meet demand. DCYF's emergency licensing process coexists with current licensing rules under which existing providers were licensed in accordance with CCDF requirements. Emergency licensing allows new providers to quickly begin operations during the COVID-19 emergency by abbreviating inspection requirements and allowing them to be conducted remotely and virtually in observance of social distancing guidelines. Seasonal camps, due to their license exempt status, will be quick to onboard, providing timely additional provider capacity during the emergency. DCYF needs this flexibility as the future of the pandemic and its impact on supply and demand for child care is unpredictable, particularly with new strains of the virus arriving in the State.

45 CFR 98.42(b)(2)(ii):

A waiver of this requirement will allow in-home relative care providers, who serve thousands of children daily across the state, to remain certified and allow DCYF to direct resources

toward onboarding emergency licensed care.

(4) how the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

45 CFR 98.42(b)(2)(i)(A):

While extension of this waiver will temporarily postpone inspection requirements for licensed providers, DCYF's Emergency Licensing rules and processes continue to provide for a baseline of health and safety standards (emailed and available to providers online), training on all of the required topics, along with phone and virtual inspection processes that enable us to communicate critical health and safety information to new providers and view their licensed space for potential issues. Finally, emergency licensees are subject to the same licensing complaint process as traditional licensed providers, including potential investigation in the case of alleged abuse and neglect.

Continuing to waive these elements will serve social distancing as recommended by the CDC and state Department of Health, so that new providers do not begin operations after having been potentially exposed to COVID-19 in the licensing process.

Potential capacity in the form of seasonal camps will also be a benefit from waiver extension. DCYF will assist these providers by providing guidance in the form of the emergency child care rules and regulations, along with the full licensing rules, as models on which to base their practices. DCYF will further provide guidance on COVID-19 social distancing and safety measures, consistent with CDC and DOH guidelines. Contracts with providers of this type for subsidized child care will establish in their terms the CCDF-required health, safety, and fire standards.

45 CFR 98.42(b)(2)(ii):

DCYF just implemented health and safety standards on October 1, 2020 for in-home, non-relative care providers. DCYF continues to implement virtual monitoring visits to in-home care, non-relative providers; provide families with a health and safety checklist; and conduct visits only in instances when there are serious health and safety concerns. In-home, non-relative child care providers must complete a background check (see waiver above) and must complete health and safety training within 90 days of providing care. DCYF will move to inspect these providers as soon as the requisite inspector staff are onboarded.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020 through the duration of the state-declared emergency period, not to exceed one year initially.

### **III. Health and Safety Monitoring – Unannounced Visits**

(1) The provision from which the state seeks relief.

DCYF seeks extension of relief from section 45 CFR 98.42(b)(2)(i)(B) requiring an annual unannounced inspection of licensed providers for compliance with health, safety, and fire standards. Specifically, DCYF seeks relief from only the “unannounced” and “inspection” aspects of this section.

(2) The reason we are requesting waiver including a description of the extraordinary circumstances.

To address the risk of exposure to COVID-19 for both providers and licensing staff, and in observance of social distancing requirements, DCYF has altered its practices to minimize face to face contact between agency staff and provider, and to support remote, virtual health and safety visits. By their nature, these virtual visits require prior coordination with providers in order to ensure that required technology will support the process. For these reasons, DCYF cannot practicably meet the requirement to conduct unannounced annual inspections of licensed providers for compliance with health, safety, and fire standards, and seeks waiver from it. This continues to be an issue as the number of infections and deaths have increased rapidly during the Winter.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

Extending waiver of the requirement for annual unannounced inspections of licensed providers for compliance with health, safety, and fire standards will allow DCYF to safely monitor via virtual health and safety visits on all CCDF-required health and safety topics. This improves delivery of services by reducing the risk that child care providers working with children are exposed to COVID-19.

(4) how the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

While this waiver removes the requirement for unannounced annual health and safety inspections, DCYF maintains its existing health and safety standards and training on all of the required topics, and annual phone and virtual visit processes will continue to cover all required topics. Further, all of these virtual visits are followed by unannounced in-person verification visits. During verification visits, licensors can view anything they could not determine compliance on during the virtual visit, recheck any noncompliance identified during the virtual visit, and assure observations during the virtual visit were accurate and basic health and safety components are met. Finally, licensees will still be subject to the same licensing complaint process as traditional licensed providers, including potential investigation in the case of alleged abuse and neglect.

Continuing to waive these elements will serve social distancing as recommended by the CDC and state Department of Health, so that providers are not potentially exposed to COVID-19 in the licensing process. Finally, if this waiver is not granted, the state will be unable to maintain licensed care, forcing families to consider illegal unlicensed care with no baseline of health and safety training or monitoring of any kind.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020 through the duration of the state-declared emergency period, not to exceed one year initially.

Sincerely,

**Matt Judge | Child Care Administrator | C. 360-522-3241**

Eligibility and Provider Supports Division



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

---

**From:** Stafford, Sarah (ACF) <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>

**Sent:** Wednesday, January 6, 2021 6:59 AM

**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>

**Cc:** Lee, Joshua (ACF) <[Joshua.Lee@acf.hhs.gov](mailto:Joshua.Lee@acf.hhs.gov)>

**Subject:** Waiver Extension Guidance

This message has originated from an External Source. Please use caution when opening attachments, clicking links, or responding to this email. Contact your desktop support or IT security staff for assistance and to report suspicious messages.

Hello Matt,

As you may have heard, you can request to extend your current waiver(s) until September 30, 2021 *if* your initial waiver approval was granted before October 1, 2020. You do not need a new signed letter or email from leadership, unless your internal policies require it. You can instead submit an email by January 28, 2021 with the following information to me, Paul, and Josh:

Re-state the reason(s) why your lead agency is requesting the waiver extension. Include a

description of the extraordinary circumstance(s) caused by COVID-19 that led to the need of waiving the requirement(s) until September 30, 2021. Describe what has been specifically impacted by COVID-19, including *how or why* it has been impacted by the pandemic, and why your agency needs additional time. You can refer to your original waiver request for some of this language.

Provide sufficient detail on the provision(s) your agency is seeking continued relief from (re-state the statutory citation as listed on your OCC waiver approval letter). Re-state how relief from the sanction/provision will, by itself, improve the delivery of child care services for children and families. You can refer to your original waiver request for some of this language.

Re-certify and describe how the health, safety, and well-being of children served through your CCDF program will not be compromised as a result of the waiver extension. You can refer to your original waiver request for this language.

Re-state your waiver start/effective date as listed in your original OCC waiver approval letter.

Your lead agency only needs to request a waiver extension if your initial waiver approval was granted before October 1, 2020. Your agency also does not need to request an extension if you do not wish to implement the waiver past the duration date listed in your OCC waiver approval letter.

If you would like to request a *new* waiver, an official waiver request letter signed by your leadership is needed. Let me know if you need those separate request requirements. Please reach out if you have any questions or need assistance with your waiver extension request,

**Sarah Stafford** (she/her/hers)

Program Specialist I Office of Child Care

Administration for Children and Families

US Department of Health and Human Services I Region10 Seattle

p (206) 615-2565 I e [sarah.stafford@acf.hhs.gov](mailto:sarah.stafford@acf.hhs.gov)

w <http://www.acf.hhs.gov/programs/occ>

**View all OCC COVID-19 Resources [here](#)**

**From:** [Parvin, Chris \(DCYF\)](#)  
**To:** [Judge, Matt \(DCYF\)](#); [Hansen, Travis \(DCYF\)](#)  
**Subject:** RE: Waiver Extension Guidance  
**Date:** Wednesday, July 14, 2021 11:34:18 AM

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Thanks for this reminder Matt. We are prepared and ready to implement all background check components on October 1. That includes new rules in WAC 110-06 that should be implemented on that same day. Those rules include the new CCDF crimes list as well as individualized reviews to comply with the Fields v. DEL court decision.

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division

Cell 360-890-0464



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

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**From:** Judge, Matt (DCYF)  
**Sent:** Wednesday, July 14, 2021 10:52 AM  
**To:** Hansen, Travis (DCYF) ; Parvin, Chris (DCYF)  
**Subject:** RE: Waiver Extension Guidance

Hey there, I just wanted to check in about CCDF waivers/extensions and make sure you're aware that as far as I know there's no discussion of ACF continuing these past 9/30/21, so we don't want to be developing policy assuming they continue. Here are the major categories we have in place until then:

- Fingerprint and interstate BC
  - New staff BC
  - Emergency licensing
  - Seasonal camps
  - FFN monitoring
  - FFN ongoing training
  - Announced/virtual initial licensing visits
  - Ongoing licensing visits
- 

**From:** Noski, Paul (ACF) <[paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov)>  
**Sent:** Monday, March 1, 2021 12:50 PM  
**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>; Stafford, Sarah (ACF) <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>  
**Cc:** Lee, Joshua (ACF) <[Joshua.Lee@acf.hhs.gov](mailto:Joshua.Lee@acf.hhs.gov)>; Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>; Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>  
**Subject:** RE: Waiver Extension Guidance

External Email

Matt,

This email is to inform you that your waiver renewal for sections 98.43(a)-(d), 98.42(b)(2)(i)

(A), 98.42(b)(2)(ii), and 98.42(b)(2)(i)(B) of your Child Care and Development Fund Plan for FY 2019 – 2021 has been approved with an effective date of March 1, 2021 through September 30, 2021. We look forward to our continued partnership in the administration of your Child Care and Development Fund program. If you have any questions or need further assistance, please feel free to contact me at [paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov). and 206-615-2609.

Paul Noski, Regional Program Manager  
Office of Child Care-Region X  
Administration for Children and Families  
Department of Health and Human Services  
701 5<sup>th</sup> Avenue, Suite 1600, MS 74  
Seattle, WA 98104  
Phone: (206) 615-2609  
Fax: (206) 615-2574

E-mail: [paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov)

Visit the Office of Child Care Website at [www.acf.hhs.gov/programs/occ](http://www.acf.hhs.gov/programs/occ)

---

**From:** Judge, Matt (DCYF)

**Sent:** Wednesday, January 27, 2021 11:19 AM

**To:** Stafford, Sarah (ACF)

**Cc:** Lee, Joshua (ACF) ; Noski, Paul (ACF) ; Rose, Nicole (DCYF) ; Hansen, Travis (DCYF) ; Parvin, Chris (DCYF)

**Subject:** RE: Waiver Extension Guidance

Hi Sarah,

DCYF would like to request extensions of several of its current COVID-19 waivers granted before October 1, 2020. The requests and the bases for them are as follows:

**I. Criminal Background Checks.**

(1) The provision from which the state seeks relief.

DCYF seeks temporary relief from the requirement in 45 CFR 98.43(a) through (d) that child care staff must receive a background check that includes the following:

- (1) A Federal Bureau of Investigation fingerprint check using Next Generation Identification;
- (2) A search of the National Crime Information Center's National Sex Offender Registry;
- (3) A search of the all registries, repositories, or databases in the State where the child care staff member resided during the preceding five years; and
- (4) The fingerprinting requirement related to the in-state criminal history check.

(2) The reason DCYF is requesting waiver including a description of the extraordinary circumstances.

As a result of the pandemic, many child care provider facilities were forced to close, limiting the supply of child care. While supply has rebounded somewhat, many existing child care staff are still unable to come to work for various reasons related to the pandemic, leaving providers understaffed. Finally, while fingerprinting offices have reopened, with coronavirus infections and deaths increasing statewide and across the nation, many staff are not making/attending fingerprint appointments out of concerns of contracting the virus and the need to social distance.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

Waiving these background check requirements while DCYF temporarily institutes a name/date of birth background check of the state's criminal, sex offender, and abuse and neglect repositories will help expedite background checks. This will allow providers to onboard new child care staff during the continuing pandemic. Whereas DCYF's existing Portable Background Check process takes, on average, 20 days to complete, from start to finish. This relief will allow providers to maintain staff to child ratios and continue delivery of child care

services for children and families.

(4) How the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

DCYF will continue to administer name/date of birth background check of the state's criminal, sex offender, and abuse and neglect repositories, thereby assuring a baseline of health and safety. Staff applying for this background check will work supervised pending clearance. Allowing providers to start work after completing a name/date of birth background check while fingerprints are pending will help maintain capacity to continue providing child care. This also maintains social distancing as recommended by the CDC and state Department of Health, so that new provider staff do not begin work after having been potentially exposed to COVID-19 in the fingerprinting process. Finally, if the waiver is not granted, many providers will be unable to staff their programs, forcing families to consider illegal unlicensed care with no baseline of health and safety or background check of any kind beyond what these families can conduct on their own.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020 through the duration of the state-declared emergency period, not to exceed one year initially.

## **II. Health and Safety Monitoring – Emergency Licensing, Seasonal Camps, and In-home Providers**

(1) The provision from which the state seeks relief.

DCYF seeks an extension of relief from section 45 CFR 98.42(b)(2)(i)(A) requiring pre-licensure inspection for compliance with health, safety, and fire standards. This waiver request applies to emergency licensed providers and seasonal camp providers as described below, not traditional licensed providers.

DCYF seeks relief from 45 CFR 98.42(b)(2)(ii) requiring annual inspection for compliance with health, safety, and fire standards for in-home, nonrelative child care providers.

(2) The reason we are requesting waiver including a description of the extraordinary circumstances.

45 CFR 98.42(b)(2)(i)(A):

During the pandemic, the state needs the ability to quickly onboard licensed providers on an emergency basis, necessitating abbreviated, remote, virtual initial monitoring conducted using smartphones or other audio/visual equipment allowing remote inspection. Remote inspection is also needed to support social distancing per CDC and DOH recommendations.

DCYF has developed an Emergency License process that will exist in parallel with its traditional licensing system, and is seeking the above relief as to emergency licensees, not traditional licensees. Emergency licensing also includes an abbreviated initial inspection that does not cover all health, safety, and fire standards. However, the emergency license lasts only six months, at the end of which time the license expires or the provider can apply for the traditional license, with inspections covering all required topics compliant with all CCDF requirements.

The state is also providing other paths for providers to enter the system, including through the state's license exempt category of seasonal camps. DCYF will certify these license exempt providers and contract with those who provide subsidized child care, both on a temporary basis during the emergency.

45 CFR 98.42(b)(2)(ii):

Extension of the waiver of the monitoring requirement is temporarily needed for in-home, non-relative care providers. DCYF is gradually implementing virtual health and safety inspections in support of social distancing but does not have a fully functioning program online to conduct them for all providers of this type.

(3) How relief from the provision, by itself, will improve the delivery of child care services for



children and families.

45 CFR 98.42(b)(2)(i)(A):

Extending waiver of this requirement will allow DCYF to maintain its emergency licensing process and onboard seasonal camps to address any arising immediate need of children and families for child care services. Washington state lost significant child care capacity due to COVID-19, necessitating a rapid response to onboard new providers to meet demand. DCYF's emergency licensing process coexists with current licensing rules under which existing providers were licensed in accordance with CCDF requirements. Emergency licensing allows new providers to quickly begin operations during the COVID-19 emergency by abbreviating inspection requirements and allowing them to be conducted remotely and virtually in observance of social distancing guidelines. Seasonal camps, due to their license exempt status, will be quick to onboard, providing timely additional provider capacity during the emergency. DCYF needs this flexibility as the future of the pandemic and its impact on supply and demand for child care is unpredictable, particularly with new strains of the virus arriving in the State.

45 CFR 98.42(b)(2)(ii):

A waiver of this requirement will allow in-home relative care providers, who serve thousands of children daily across the state, to remain certified and allow DCYF to direct resources toward onboarding emergency licensed care.

(4) how the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

45 CFR 98.42(b)(2)(i)(A):

While extension of this waiver will temporarily postpone inspection requirements for licensed providers, DCYF's Emergency Licensing rules and processes continue to provide for a baseline of health and safety standards (emailed and available to providers online), training on all of the required topics, along with phone and virtual inspection processes that enable us to communicate critical health and safety information to new providers and view their licensed space for potential issues. Finally, emergency licensees are subject to the same licensing complaint process as traditional licensed providers, including potential investigation in the case of alleged abuse and neglect.

Continuing to waive these elements will serve social distancing as recommended by the CDC and state Department of Health, so that new providers do not begin operations after having been potentially exposed to COVID-19 in the licensing process.

Potential capacity in the form of seasonal camps will also be a benefit from waiver extension. DCYF will assist these providers by providing guidance in the form of the emergency child care rules and regulations, along with the full licensing rules, as models on which to base their practices. DCYF will further provide guidance on COVID-19 social distancing and safety measures, consistent with CDC and DOH guidelines. Contracts with providers of this type for subsidized child care will establish in their terms the CCDF-required health, safety, and fire standards.

45 CFR 98.42(b)(2)(ii):

DCYF just implemented health and safety standards on October 1, 2020 for in-home, non-relative care providers. DCYF continues to implement virtual monitoring visits to in-home care, non-relative providers; provide families with a health and safety checklist; and conduct visits only in instances when there are serious health and safety concerns. In-home, non-relative child care providers must complete a background check (see waiver above) and must complete health and safety training within 90 days of providing care. DCYF will move to inspect these providers as soon as the requisite inspector staff are onboarded.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020



through the duration of the state-declared emergency period, not to exceed one year initially.

### **III. Health and Safety Monitoring – Unannounced Visits**

(1) The provision from which the state seeks relief.

DCYF seeks extension of relief from section 45 CFR 98.42(b)(2)(i)(B) requiring an annual unannounced inspection of licensed providers for compliance with health, safety, and fire standards. Specifically, DCYF seeks relief from only the “unannounced” and “inspection” aspects of this section.

(2) The reason we are requesting waiver including a description of the extraordinary circumstances.

To address the risk of exposure to COVID-19 for both providers and licensing staff, and in observance of social distancing requirements, DCYF has altered its practices to minimize face to face contact between agency staff and provider, and to support remote, virtual health and safety visits. By their nature, these virtual visits require prior coordination with providers in order to ensure that required technology will support the process. For these reasons, DCYF cannot practicably meet the requirement to conduct unannounced annual inspections of licensed providers for compliance with health, safety, and fire standards, and seeks waiver from it. This continues to be an issue as the number of infections and deaths have increased rapidly during the Winter.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

Extending waiver of the requirement for annual unannounced inspections of licensed providers for compliance with health, safety, and fire standards will allow DCYF to safely monitor via virtual health and safety visits on all CCDF-required health and safety topics. This improves delivery of services by reducing the risk that child care providers working with children are exposed to COVID-19.

(4) how the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

While this waiver removes the requirement for unannounced annual health and safety inspections, DCYF maintains its existing health and safety standards and training on all of the required topics, and annual phone and virtual visit processes will continue to cover all required topics. Further, all of these virtual visits are followed by unannounced in-person verification visits. During verification visits, licensors can view anything they could not determine compliance on during the virtual visit, recheck any noncompliance identified during the virtual visit, and assure observations during the virtual visit were accurate and basic health and safety components are met. Finally, licensees will still be subject to the same licensing complaint process as traditional licensed providers, including potential investigation in the case of alleged abuse and neglect.

Continuing to waive these elements will serve social distancing as recommended by the CDC and state Department of Health, so that providers are not potentially exposed to COVID-19 in the licensing process. Finally, if this waiver is not granted, the state will be unable to maintain licensed care, forcing families to consider illegal unlicensed care with no baseline of health and safety training or monitoring of any kind.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020 through the duration of the state-declared emergency period, not to exceed one year initially.

Sincerely,

**Matt Judge | Child Care Administrator | C. 360-522-3241**

Eligibility and Provider Supports Division



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

**From:** Stafford, Sarah (ACF) <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>

**Sent:** Wednesday, January 6, 2021 6:59 AM

**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>

**Cc:** Lee, Joshua (ACF) <[Joshua.Lee@acf.hhs.gov](mailto:Joshua.Lee@acf.hhs.gov)>

**Subject:** Waiver Extension Guidance

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Hello Matt,

As you may have heard, you can request to extend your current waiver(s) until September 30, 2021 *if* your initial waiver approval was granted before October 1, 2020. You do not need a new signed letter or email from leadership, unless your internal policies require it. You can instead submit an email by January 28, 2021 with the following information to me, Paul, and Josh:

Re-state the reason(s) why your lead agency is requesting the waiver extension. Include a description of the extraordinary circumstance(s) caused by COVID-19 that led to the need of waiving the requirement(s) until September 30, 2021. Describe what has been specifically impacted by COVID-19, including *how or why* it has been impacted by the pandemic, and why your agency needs additional time. You can refer to your original waiver request for some of this language.

Provide sufficient detail on the provision(s) your agency is seeking continued relief from (re-state the statutory citation as listed on your OCC waiver approval letter). Re-state how relief from the sanction/provision will, by itself, improve the delivery of child care services for children and families. You can refer to your original waiver request for some of this language.

Re-certify and describe how the health, safety, and well-being of children served through your CCDF program will not be compromised as a result of the waiver extension. You can refer to your original waiver request for this language.

Re-state your waiver start/effective date as listed in your original OCC waiver approval letter.

Your lead agency only needs to request a waiver extension if your initial waiver approval was granted before October 1, 2020. Your agency also does not need to request an extension if you do not wish to implement the waiver past the duration date listed in your OCC waiver approval letter.

If you would like to request a *new* waiver, an official waiver request letter signed by your leadership is needed. Let me know if you need those separate request requirements.

Please reach out if you have any questions or need assistance with your waiver extension request,

**Sarah Stafford** (she/her/hers)

Program Specialist I Office of Child Care

Administration for Children and Families

US Department of Health and Human Services I Region10 Seattle

p (206) 615-2565 I e [sarah.stafford@acf.hhs.gov](mailto:sarah.stafford@acf.hhs.gov)

w <http://www.acf.hhs.gov/programs/occ>

**View all OCC COVID-19 Resources [here](#)**

**From:** [Niemela, Stefanie \(DCYF\)](#)  
**To:** [Metzler, Cassandra \(SAO\)](#)  
**Cc:** [Niemela, Stefanie \(DCYF\)](#); [Garza, Stephanie \(SAO\)](#)  
**Subject:** RE: FY21 CCDF General Information Request  
**Date:** Monday, June 21, 2021 3:59:00 PM  
**Attachments:** [RE Waiver Extension Guidance.msg](#)  
[image001.png](#)  
[CCDF Waiver Letter V Licensing Initial Inspection.pdf](#)  
[WA CBC HS Waiver Approval Letter 11.24.20.pdf](#)

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The attached email covers extensions of the existing waivers that DCYF received for the COVID-19 pandemic. There was no break in their effective dates.

The Waiver Letter V covers waiver of the requirement to do an initial inspection of licensed providers – this is to support virtual inspections during the pandemic but ultimately waives the entire requirement that we do these inspections.

The Approval letter approves waivers for several background check items and also the ongoing training requirement for FFNs (since FFN ongoing training was to occur at their annual inspections, which are waived, this requirement needed to be waived as well).

Finally, ACDF is in the process of approving a CCDF Plan amendment that includes discussion of these waivers. Will send as soon as they finish.

---

**From:** Metzler, Cassandra (SAO)  
**Sent:** Thursday, June 3, 2021 8:41 AM  
**To:** Niemela, Stefanie (DCYF)  
**Subject:** FY21 CCDF General Information Request

Hello Stefanie,

There are quite a few information requests in this email so I would appreciate responses as you complete them with all responses received by **Friday June, 11<sup>th</sup>**. Please let me know if more time is need for certain requests.

Please provide the following information that we will need to get the audit started:

- Complete the attached contact list for each area (the Pre-Entrance Information Request)
- From last year's audit, we have the FY19-21 State plan. We also have the updated State plan for the health and safety changes due to COVID, but the temporary change was for one year (expired January 29, 2021). Please send us any additional updates to the State plan that affected SFY21.
- CCDF FY21 award letter
- Any award letters in response to the pandemic that affected CCDF
- We have the CCDF Terms and Conditions, but it is dated 2015. Do you know if this has been updated? I can send you a copy of this if needed for reference.
- We have the following service level agreements, are there any amendments to these?
  - 1961-56942 - outlines DSHS, ESA, Community Services Division (CSD) coordination of the Working Connection and Child Care (WCCC) program, in effect until June 30, 2021
  - 1961-59089 - outlines DSHS, Services and Enterprise Support Administration (SESA), Office of Fraud and Accountability (OFA) coordination of Fraud Investigations, in effect until June 30, 2020 – **please provide new agreement**
  - 1861-34212 - outlines DSHS, SESA, Background Check Central Unit (BCCU) coordination for background check services, in effect until June 30, 2020 – **please provide new agreement**
  - 1961-56703 – outlines DSHS, ESA, Division of Finance and Financial Responsibility

(DFFR) coordination for payment services, in effect until June 30, 2020— **please provide new agreement**

- 1961-56900 - outlines DSHS, Economic Services Administration (ESA), IT Solutions Division (ITS) Maintenance and Operations of Washington Connection, in effect until June 30, 2020— **please provide new agreement**
- Allocation codes used for CCDF indirect costs during SFY21 (last year we were given - 1000, 9099, 9100, 9136, 9138, 9138, 9139, 9150, 9471, 9472, 9472, 9473, 9475, 9476, 9477, 9478, 9479, 9560, and 9611)
- Grant expenditure coding for SFY21. Last year we were given:
  - DCYF - Cost Objectives 596\* and 575\*
  - DSHS - Cost Objectives 596\* and 575\* (TANF transfer is coded)
- Coronavirus Aid, Relief, and Economic Security (CARES) Act is coded to project "XX19"

◦ Subrecipients - Subobject CZ, Project 1084

- Grant revenue coding for SFY21. Last year we were given:
  - DSHS does not have any associated revenue, DCYF uses subsources 575% and 596%
- Significant Accounting or Information Systems, last year we noted:
  - DCYF
    - Financial Reporting and Allocation Tracking System (FRATS)
    - Contracts and Procurement System (CAPS)
    - Agency Financial Reporting System (AFRS)
    - Automated Cost Allocation System (CAS)
  - DSHS
    - Social Services Payment System (SSPS) - service payments (applicable until June 30, 2021. System utilized by DCYF beginning July 1, 2021)
    - Automated Cost Allocation System
    - Random Moment Time Samples (RMTS) - allocates staff costs
    - Agency Financial Reporting System (AFRS)
- Has CCDF has any federal audits or reviews in the last two years?
- Have there been any internal audits related to CCDF in the last two years?



Cassandra Metzler

Assistant State Auditor, [Office of the Washington State Auditor](https://www.sao.wa.gov)  
(564) 999-0787 | [www.sao.wa.gov](https://www.sao.wa.gov)

We're on social! Follow us on [Facebook](#), [Twitter](#) and [LinkedIn](#).

**From:** [Judge, Matt \(DCYF\)](#)  
**To:** [Parvin, Chris \(DCYF\)](#)  
**Subject:** RE: Info from feds acknowledging or accepting background check proclamation  
**Date:** Thursday, May 13, 2021 1:44:13 PM  
**Attachments:** [CCDF Waiver Letter \(003\).pdf](#)  
[WA's COVID-19 Waiver Approval Letter signed.pdf](#)  
[RE Waiver Extension Guidance.msg](#)

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Hi Chris, the attached approval letter approves of our initial waiver request to support NDOB. Since it only cites reg numbers I'm attaching the request letter so you can actually see what they're approving. This was good through 2/29/21. We then submitted an extension request that was granted by email through 9/30/21 – hopefully the attached message isn't vaulted so you can't see it.

---

**From:** Parvin, Chris (DCYF)  
**Sent:** Thursday, May 13, 2021 12:56 PM  
**To:** Judge, Matt (DCYF)  
**Subject:** Info from feds acknowledging or accepting background check proclamation

Hi Matt,

I am creating a response for Communications regarding a complaint from a citizen that DCYF or Governor Inslee is violating a state law with his proclamation waiving the fingerprint requirement for child welfare and early learning providers. Do you have any information or citation from our federal partners acknowledging our proclamation or allowing us to not complete fingerprints during this time?

Thanks for your help!

Chris

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division

Cell 360-890-0464



**From:** [Parvin, Chris \(DCYF\)](#)  
**To:** [Robertson, Amy \(DCYF\)](#); [Vincent, Kerrianne \(DCYF\)](#); [Meach, Charles \(DCYF\)](#); [Dawson, Gretlyn \(DCYF\)](#); [Kim, Jin \(DCYF\)](#)  
**Cc:** [DeCoteau, Janelle \(DCYF\)](#); [Chesterfield, Diana \(DCYF\)](#); [Stride, Meryl \(DCYF\)](#)  
**Subject:** FW: Waiver Extension Guidance  
**Date:** Monday, March 1, 2021 1:02:49 PM  
**Importance:** High

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Hello,

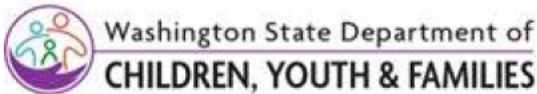
We received confirmation of our federal waiver request for certain background check components related to CCDF background checks for early learning providers. Please note these waivers expire on September 30, 2021, and we must be compliant with all CCDF background check components by October 1, 2021.

This email is for our verification and not to be disseminated outside our program – thank you.

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division

Office 360-407-5501 | Cell 360-890-0464



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**From:** Noski, Paul (ACF)  
**Sent:** Monday, March 1, 2021 12:50 PM  
**To:** Judge, Matt (DCYF) ; Stafford, Sarah (ACF)  
**Cc:** Lee, Joshua (ACF) ; Rose, Nicole (DCYF) ; Hansen, Travis (DCYF) ; Parvin, Chris (DCYF)  
**Subject:** RE: Waiver Extension Guidance

External Email

Matt,

This email is to inform you that your waiver renewal for sections 98.43(a)-(d), 98.42(b)(2)(i) (A), 98.42(b)(2)(ii), and 98.42(b)(2)(i)(B) of your Child Care and Development Fund Plan for FY 2019 – 2021 has been approved with an effective date of March 1, 2021 through September 30, 2021. We look forward to our continued partnership in the administration of your Child Care and Development Fund program. If you have any questions or need further assistance, please feel free to contact me at [paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov). and 206-615-2609.

Paul Noski, Regional Program Manager

Office of Child Care-Region X

Administration for Children and Families

Department of Health and Human Services

701 5<sup>th</sup> Avenue, Suite 1600, MS 74

Seattle, WA 98104

Phone: (206) 615-2609

Fax: (206) 615-2574

E-mail: [paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov)

Visit the Office of Child Care Website at [www.acf.hhs.gov/programs/occ](http://www.acf.hhs.gov/programs/occ)

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**From:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>

**Sent:** Wednesday, January 27, 2021 11:19 AM

**To:** Stafford, Sarah (ACF) <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>

**Cc:** Lee, Joshua (ACF) <[Joshua.Lee@acf.hhs.gov](mailto:Joshua.Lee@acf.hhs.gov)>; Noski, Paul (ACF) <[paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov)>; Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>; Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** RE: Waiver Extension Guidance

Hi Sarah,

DCYF would like to request extensions of several of its current COVID-19 waivers granted before October 1, 2020. The requests and the bases for them are as follows:

**I. Criminal Background Checks.**

(1) The provision from which the state seeks relief.

DCYF seeks temporary relief from the requirement in 45 CFR 98.43(a) through (d) that child care staff must receive a background check that includes the following:

- (1) A Federal Bureau of Investigation fingerprint check using Next Generation Identification;
- (2) A search of the National Crime Information Center's National Sex Offender Registry;
- (3) A search of the all registries, repositories, or databases in the State where the child care staff member resided during the preceding five years; and
- (4) The fingerprinting requirement related to the in-state criminal history check.

(2) The reason DCYF is requesting waiver including a description of the extraordinary circumstances. As a result of the pandemic, many child care provider facilities were forced to close, limiting the supply of child care. While supply has rebounded somewhat, many existing child care staff are still unable to come to work for various reasons related to the pandemic, leaving providers understaffed. Finally, while fingerprinting offices have reopened, with coronavirus infections and deaths increasing statewide and across the nation, many staff are not making/attending fingerprint appointments out of concerns of contracting the virus and the need to social distance.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

Waiving these background check requirements while DCYF temporarily institutes a name/date of birth background check of the state's criminal, sex offender, and abuse and neglect repositories will help expedite background checks. This will allow providers to onboard new child care staff during the continuing pandemic. Whereas DCYF's existing Portable Background Check process takes, on average, 20 days to complete, from start to finish. This relief will allow providers to maintain staff to child ratios and continue delivery of child care services for children and families.

(4) How the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

DCYF will continue to administer name/date of birth background check of the state's criminal, sex offender, and abuse and neglect repositories, thereby assuring a baseline of health and safety. Staff applying for this background check will work supervised pending clearance. Allowing providers to start work after completing a name/date of birth background check while fingerprints are pending will help maintain capacity to continue providing child care. This also maintains social distancing as recommended by the CDC and state Department of Health, so that new provider staff do not begin work after having been potentially exposed to COVID-19 in the fingerprinting process. Finally, if the waiver is not granted, many providers will be unable to staff their programs, forcing families to consider illegal unlicensed care with no baseline of health and safety or background check of any

kind beyond what these families can conduct on their own.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020 through the duration of the state-declared emergency period, not to exceed one year initially.

## **II. Health and Safety Monitoring – Emergency Licensing, Seasonal Camps, and In-home Providers**

(1) The provision from which the state seeks relief.

DCYF seeks an extension of relief from section 45 CFR 98.42(b)(2)(i)(A) requiring pre-licensure inspection for compliance with health, safety, and fire standards. This waiver request applies to emergency licensed providers and seasonal camp providers as described below, not traditional licensed providers.

DCYF seeks relief from 45 CFR 98.42(b)(2)(ii) requiring annual inspection for compliance with health, safety, and fire standards for in-home, nonrelative child care providers.

(2) The reason we are requesting waiver including a description of the extraordinary circumstances. 45 CFR 98.42(b)(2)(i)(A):

During the pandemic, the state needs the ability to quickly onboard licensed providers on an emergency basis, necessitating abbreviated, remote, virtual initial monitoring conducted using smartphones or other audio/visual equipment allowing remote inspection. Remote inspection is also needed to support social distancing per CDC and DOH recommendations.

DCYF has developed an Emergency License process that will exist in parallel with its traditional licensing system, and is seeking the above relief as to emergency licensees, not traditional licensees. Emergency licensing also includes an abbreviated initial inspection that does not cover all health, safety, and fire standards. However, the emergency license lasts only six months, at the end of which time the license expires or the provider can apply for the traditional license, with inspections covering all required topics compliant with all CCDF requirements.

The state is also providing other paths for providers to enter the system, including through the state's license exempt category of seasonal camps. DCYF will certify these license exempt providers and contract with those who provide subsidized child care, both on a temporary basis during the emergency.

45 CFR 98.42(b)(2)(ii):

Extension of the waiver of the monitoring requirement is temporarily needed for in-home, non-relative care providers. DCYF is gradually implementing virtual health and safety inspections in support of social distancing but does not have a fully functioning program online to conduct them for all providers of this type.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

45 CFR 98.42(b)(2)(i)(A):

Extending waiver of this requirement will allow DCYF to maintain its emergency licensing process and onboard seasonal camps to address any arising immediate need of children and families for child care services. Washington state lost significant child care capacity due to COVID-19, necessitating a rapid response to onboard new providers to meet demand. DCYF's emergency licensing process coexists with current licensing rules under which existing providers were licensed in accordance with CCDF requirements. Emergency licensing allows new providers to quickly begin operations during the COVID-19 emergency by abbreviating inspection requirements and allowing them to be conducted remotely and virtually in observance of social distancing guidelines. Seasonal camps, due to their license exempt status, will be quick to onboard, providing timely additional



provider capacity during the emergency. DCYF needs this flexibility as the future of the pandemic and its impact on supply and demand for child care is unpredictable, particularly with new strains of the virus arriving in the State.

45 CFR 98.42(b)(2)(ii):

A waiver of this requirement will allow in-home relative care providers, who serve thousands of children daily across the state, to remain certified and allow DCYF to direct resources toward onboarding emergency licensed care.

(4) how the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

45 CFR 98.42(b)(2)(i)(A):

While extension of this waiver will temporarily postpone inspection requirements for licensed providers, DCYF's Emergency Licensing rules and processes continue to provide for a baseline of health and safety standards (emailed and available to providers online), training on all of the required topics, along with phone and virtual inspection processes that enable us to communicate critical health and safety information to new providers and view their licensed space for potential issues. Finally, emergency licensees are subject to the same licensing complaint process as traditional licensed providers, including potential investigation in the case of alleged abuse and neglect.

Continuing to waive these elements will serve social distancing as recommended by the CDC and state Department of Health, so that new providers do not begin operations after having been potentially exposed to COVID-19 in the licensing process.

Potential capacity in the form of seasonal camps will also be a benefit from waiver extension. DCYF will assist these providers by providing guidance in the form of the emergency child care rules and regulations, along with the full licensing rules, as models on which to base their practices. DCYF will further provide guidance on COVID-19 social distancing and safety measures, consistent with CDC and DOH guidelines. Contracts with providers of this type for subsidized child care will establish in their terms the CCDF-required health, safety, and fire standards.

45 CFR 98.42(b)(2)(ii):

DCYF just implemented health and safety standards on October 1, 2020 for in-home, non-relative care providers. DCYF continues to implement virtual monitoring visits to in-home care, non-relative providers; provide families with a health and safety checklist; and conduct visits only in instances when there are serious health and safety concerns. In-home, non-relative child care providers must complete a background check (see waiver above) and must complete health and safety training within 90 days of providing care. DCYF will move to inspect these providers as soon as the requisite inspector staff are onboarded.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020 through the duration of the state-declared emergency period, not to exceed one year initially.

### **III. Health and Safety Monitoring – Unannounced Visits**

(1) The provision from which the state seeks relief.

DCYF seeks extension of relief from section 45 CFR 98.42(b)(2)(i)(B) requiring an annual unannounced inspection of licensed providers for compliance with health, safety, and fire standards. Specifically, DCYF seeks relief from only the "unannounced" and "inspection" aspects of this section.

(2) The reason we are requesting waiver including a description of the extraordinary circumstances.

To address the risk of exposure to COVID-19 for both providers and licensing staff, and in observance

of social distancing requirements, DCYF has altered its practices to minimize face to face contact between agency staff and provider, and to support remote, virtual health and safety visits. By their nature, these virtual visits require prior coordination with providers in order to ensure that required technology will support the process. For these reasons, DCYF cannot practicably meet the requirement to conduct unannounced annual inspections of licensed providers for compliance with health, safety, and fire standards, and seeks waiver from it. This continues to be an issue as the number of infections and deaths have increased rapidly during the Winter.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

Extending waiver of the requirement for annual unannounced inspections of licensed providers for compliance with health, safety, and fire standards will allow DCYF to safely monitor via virtual health and safety visits on all CCDF-required health and safety topics. This improves delivery of services by reducing the risk that child care providers working with children are exposed to COVID-19.

(4) how the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

While this waiver removes the requirement for unannounced annual health and safety inspections, DCYF maintains its existing health and safety standards and training on all of the required topics, and annual phone and virtual visit processes will continue to cover all required topics. Further, all of these virtual visits are followed by unannounced in-person verification visits. During verification visits, licensors can view anything they could not determine compliance on during the virtual visit, recheck any noncompliance identified during the virtual visit, and assure observations during the virtual visit were accurate and basic health and safety components are met. Finally, licensees will still be subject to the same licensing complaint process as traditional licensed providers, including potential investigation in the case of alleged abuse and neglect.

Continuing to waive these elements will serve social distancing as recommended by the CDC and state Department of Health, so that providers are not potentially exposed to COVID-19 in the licensing process. Finally, if this waiver is not granted, the state will be unable to maintain licensed care, forcing families to consider illegal unlicensed care with no baseline of health and safety training or monitoring of any kind.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020 through the duration of the state-declared emergency period, not to exceed one year initially.

Sincerely,

**Matt Judge | Child Care Administrator | C. 360-522-3241**

Eligibility and Provider Supports Division



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

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**From:** Stafford, Sarah (ACF) <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>

**Sent:** Wednesday, January 6, 2021 6:59 AM

**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>

**Cc:** Lee, Joshua (ACF) <[Joshua.Lee@acf.hhs.gov](mailto:Joshua.Lee@acf.hhs.gov)>

**Subject:** Waiver Extension Guidance

This message has originated from an External Source. Please use caution when opening attachments, clicking

links, or responding to this email. Contact your desktop support or IT security staff for assistance and to report suspicious messages.

Hello Matt,

As you may have heard, you can request to extend your current waiver(s) until September 30, 2021 if your initial waiver approval was granted before October 1, 2020. You do not need a new signed letter or email from leadership, unless your internal policies require it. You can instead submit an email by January 28, 2021 with the following information to me, Paul, and Josh:

Re-state the reason(s) why your lead agency is requesting the waiver extension. Include a description of the extraordinary circumstance(s) caused by COVID-19 that led to the need of waiving the requirement(s) until September 30, 2021. Describe what has been specifically impacted by COVID-19, including *how or why* it has been impacted by the pandemic, and why your agency needs additional time. You can refer to your original waiver request for some of this language.

Provide sufficient detail on the provision(s) your agency is seeking continued relief from (re-state the statutory citation as listed on your OCC waiver approval letter). Re-state how relief from the sanction/provision will, by itself, improve the delivery of child care services for children and families. You can refer to your original waiver request for some of this language.

Re-certify and describe how the health, safety, and well-being of children served through your CCDF program will not be compromised as a result of the waiver extension. You can refer to your original waiver request for this language.

Re-state your waiver start/effective date as listed in your original OCC waiver approval letter.

Your lead agency only needs to request a waiver extension if your initial waiver approval was granted before October 1, 2020. Your agency also does not need to request an extension if you do not wish to implement the waiver past the duration date listed in your OCC waiver approval letter.

If you would like to request a *new* waiver, an official waiver request letter signed by your leadership is needed. Let me know if you need those separate request requirements.

Please reach out if you have any questions or need assistance with your waiver extension request,

**Sarah Stafford** (she/her/hers)

Program Specialist I Office of Child Care

Administration for Children and Families

US Department of Health and Human Services | Region 10 Seattle

p (206) 615-2565 | e [sarah.stafford@acf.hhs.gov](mailto:sarah.stafford@acf.hhs.gov)

w <http://www.acf.hhs.gov/programs/occ>

View all OCC COVID-19 Resources [here](#)

**From:** [Stafford, Sarah \(ACF\)](#)  
**To:** [Judge, Matt \(DCYF\)](#)  
**Cc:** [Lee, Joshua \(ACF\)](#)  
**Subject:** RE: Waiver Extension Guidance  
**Date:** Wednesday, February 3, 2021 10:28:24 AM

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External Email

Thanks for your revisions, Matt. I'll follow up if anything else is needed.

**Sarah Stafford** (she/her/hers)  
Program Specialist I Office of Child Care  
Administration for Children and Families  
US Department of Health and Human Services I Region10 Seattle  
p (206) 615-2565 I e [sarah.stafford@acf.hhs.gov](mailto:sarah.stafford@acf.hhs.gov)  
w <http://www.acf.hhs.gov/programs/occ>  
View all OCC COVID-19 Resources [here](#)

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**From:** Judge, Matt (DCYF)  
**Sent:** Wednesday, February 3, 2021 9:32 AM  
**To:** Stafford, Sarah (ACF)  
**Subject:** RE: Waiver Extension Guidance

Hi Sarah, see below for revised language. On your questions, we're still in the process of adopting the FFN standards with revisions suggested by the TA that was happening this time last year, so I revised that language. Since virtual monitoring hasn't been fully implemented for FFNs, I also updated that language per your suggestion, with just the mention that we're working on it. Also removed duration language from effective dates. Hope all this helps.

DCYF would like to request extensions of several of its current COVID-19 waivers granted before October 1, 2020. The requests and the bases for them are as follows:

I. Criminal Background Checks.

(1) The provision from which the state seeks relief.

DCYF seeks temporary relief from the requirement in 45 CFR 98.43(a) through (d) that child care staff must receive a background check that includes the following:

- (1) A Federal Bureau of Investigation fingerprint check using Next Generation Identification;
- (2) A search of the National Crime Information Center's National Sex Offender Registry;
- (3) A search of the all registries, repositories, or databases in the State where the child care staff member resided during the preceding five years; and
- (4) The fingerprinting requirement related to the in-state criminal history check.

(2) The reason DCYF is requesting waiver including a description of the extraordinary circumstances.

As a result of the pandemic, many child care provider facilities were forced to close, limiting the supply of child care. While supply has rebounded somewhat, many existing child care staff are still unable to come to work for various reasons related to the pandemic, leaving providers understaffed. Finally, while fingerprinting offices have reopened, with coronavirus infections and deaths increasing statewide and across the nation, many staff are not making/attending fingerprint appointments out of concerns of contracting the virus and the need to social distance.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

Waiving these background check requirements while DCYF temporarily institutes a name/date of birth background check of the state's criminal, sex offender, and abuse and neglect repositories will help expedite background checks. This will allow providers to onboard new child care staff during the continuing pandemic. Whereas DCYF's existing Portable Background Check process takes, on average, 20 days to complete, from start to finish. This relief will allow providers to maintain staff to child ratios and continue delivery of child care services for children and families.

(4) How the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

DCYF will continue to administer name/date of birth background check of the state's criminal, sex offender, and abuse and neglect repositories, thereby assuring a baseline of health and safety. Staff applying for this background check will work supervised pending clearance. Allowing providers to start work after completing a name/date of birth background check while fingerprints are pending will help maintain capacity to continue providing child care. This also maintains social distancing as recommended by the CDC and state Department of Health, so that new provider staff do not begin work after having been potentially exposed to COVID-19 in the fingerprinting process. Finally, if the waiver is not granted, many providers will be unable to staff their programs, forcing families to consider illegal unlicensed care with no baseline of health and safety or background check of any kind beyond what these families can conduct on their own.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020.

## II. Health and Safety Monitoring – Emergency Licensing, Seasonal Camps, and In-home Providers

(1) The provision from which the state seeks relief.

DCYF seeks an extension of relief from section 45 CFR 98.42(b)(2)(i)(A) requiring pre-licensure inspection for compliance with health, safety, and fire standards. This waiver request applies to emergency licensed providers and seasonal camp providers as described below, not traditional licensed providers.

DCYF seeks relief from 45 CFR 98.42(b)(2)(ii) requiring annual inspection for compliance

with health, safety, and fire standards for in-home, nonrelative child care providers.

(2) The reason we are requesting waiver including a description of the extraordinary circumstances.

45 CFR 98.42(b)(2)(i)(A):

During the pandemic, the state needs the ability to quickly onboard licensed providers on an emergency basis, necessitating abbreviated, remote, virtual initial monitoring conducted using smartphones or other audio/visual equipment allowing remote inspection. Remote inspection is also needed to support social distancing per CDC and DOH recommendations.

DCYF has developed an Emergency License process that will exist in parallel with its traditional licensing system, and is seeking the above relief as to emergency licensees, not traditional licensees. Emergency licensing also includes an abbreviated initial inspection that does not cover all health, safety, and fire standards. However, the emergency license lasts only six months, at the end of which time the license expires or the provider can apply for the traditional license, with inspections covering all required topics compliant with all CCDF requirements.

The state is also providing other paths for providers to enter the system, including through the state's license exempt category of seasonal camps. DCYF will certify these license exempt providers and contract with those who provide subsidized child care, both on a temporary basis during the emergency.

45 CFR 98.42(b)(2)(ii):

Extension of the waiver of the monitoring requirement is temporarily needed for in-home, nonrelative care providers. DCYF is gradually implementing virtual health and safety inspections in support of social distancing but does not have a fully functioning program online to conduct them for all providers of this type.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

45 CFR 98.42(b)(2)(i)(A):

Extending waiver of this requirement will allow DCYF to maintain its emergency licensing process and onboard seasonal camps to address any arising immediate need of children and families for child care services. Washington state lost significant child care capacity due to COVID-19, necessitating a rapid response to onboard new providers to meet demand. DCYF's emergency licensing process coexists with current licensing rules under which existing providers were licensed in accordance with CCDF requirements. Emergency licensing allows new providers to quickly begin operations during the COVID-19 emergency by abbreviating inspection requirements and allowing them to be conducted remotely and virtually in observance of social distancing guidelines. Seasonal camps, due to their license exempt status, will be quick to onboard, providing timely additional provider capacity during the emergency. DCYF needs this flexibility as the future of the pandemic and its impact on supply and demand for child care is unpredictable, particularly with new strains of the virus arriving in the State.

45 CFR 98.42(b)(2)(ii):

A waiver of this requirement will allow in-home nonrelative care providers, who serve thousands of children daily across the state, to remain certified and allow DCYF to direct resources toward onboarding emergency licensed care.

(4) how the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

45 CFR 98.42(b)(2)(i)(A):

While extension of this waiver will temporarily postpone inspection requirements for licensed providers, DCYF's Emergency Licensing rules and processes continue to provide for a baseline of health and safety standards (emailed and available to providers online), training on all of the required topics, along with phone and virtual inspection processes that enable us to communicate critical health and safety information to new providers and view their licensed space for potential issues. Finally, emergency licensees are subject to the same licensing complaint process as traditional licensed providers, including potential investigation in the case of alleged abuse and neglect.

Continuing to waive these elements will serve social distancing as recommended by the CDC and state Department of Health, so that new providers do not begin operations after having been potentially exposed to COVID-19 in the licensing process.

Potential capacity in the form of seasonal camps will also be a benefit from waiver extension. DCYF will assist these providers by providing guidance in the form of the emergency child care rules and regulations, along with the full licensing rules, as models on which to base their practices. DCYF will further provide guidance on COVID-19 social distancing and safety measures, consistent with CDC and DOH guidelines. Contracts with providers of this type for subsidized child care will establish in their terms the CCDF-required health, safety, and fire standards.

45 CFR 98.42(b)(2)(ii):

DCYF is currently in the process of implementing health and safety standards and monitoring for in-home, nonrelative care providers, including onboarding of requisite monitoring staff. However, health and safety for this provider type is still supported because in-home, nonrelative child care providers must complete a background check (see waiver above) and must complete health and safety training within 90 days of providing care.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020.

### III. Health and Safety Monitoring – Unannounced Visits

(1) The provision from which the state seeks relief.



DCYF seeks extension of relief from section 45 CFR 98.42(b)(2)(i)(B) requiring an annual unannounced inspection of licensed providers for compliance with health, safety, and fire standards. Specifically, DCYF seeks relief from only the “unannounced” and “inspection” aspects of this section.

(2) The reason we are requesting waiver including a description of the extraordinary circumstances.

To address the risk of exposure to COVID-19 for both providers and licensing staff, and in observance of social distancing requirements, DCYF has altered its practices to minimize face to face contact between agency staff and provider, and to support remote, virtual health and safety visits. By their nature, these virtual visits require prior coordination with providers in order to ensure that required technology will support the process. For these reasons, DCYF cannot practicably meet the requirement to conduct unannounced annual inspections of licensed providers for compliance with health, safety, and fire standards, and seeks waiver from it. This continues to be an issue as the number of infections and deaths have increased rapidly during the Winter.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

Extending waiver of the requirement for annual unannounced inspections of licensed providers for compliance with health, safety, and fire standards will allow DCYF to safely monitor via virtual health and safety visits on all CCDF-required health and safety topics. This improves delivery of services by reducing the risk that child care providers working with children are exposed to COVID-19.

(4) how the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

While this waiver removes the requirement for unannounced annual health and safety inspections, DCYF maintains its existing health and safety standards and training on all of the required topics, and annual phone and virtual visit processes will continue to cover all required topics. Further, all of these virtual visits are followed by unannounced in-person verification visits. During verification visits, licensors can view anything they could not determine compliance on during the virtual visit, recheck any noncompliance identified during the virtual visit, and assure observations during the virtual visit were accurate and basic health and safety components are met. Finally, licensees will still be subject to the same licensing complaint process as traditional licensed providers, including potential investigation in the case of alleged abuse and neglect.

Continuing to waive these elements will serve social distancing as recommended by the CDC and state Department of Health, so that providers are not potentially exposed to COVID-19 in the licensing process. Finally, if this waiver is not granted, the state will be unable to maintain licensed care, forcing families to consider illegal unlicensed care with no baseline of health and safety training or monitoring of any kind.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020.



Sincerely,

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**From:** Stafford, Sarah (ACF) <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>  
**Sent:** Wednesday, February 3, 2021 8:41 AM  
**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>  
**Subject:** RE: Waiver Extension Guidance

External Email

Ok great. Let me know if you have any questions.

Thanks,

**Sarah Stafford** (she/her/hers)  
Program Specialist I Office of Child Care  
Administration for Children and Families  
US Department of Health and Human Services I Region10 Seattle  
p (206) 615-2565 I e [sarah.stafford@acf.hhs.gov](mailto:sarah.stafford@acf.hhs.gov)  
w <http://www.acf.hhs.gov/programs/occ>  
View all OCC COVID-19 Resources [here](#)

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**From:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>  
**Sent:** Wednesday, February 3, 2021 8:37 AM  
**To:** Stafford, Sarah (ACF) <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>  
**Subject:** RE: Waiver Extension Guidance

Thanks for this Sarah, I'll have a revision turned around to you before 11 AM. We're not requesting an extension of the waiver of copays, asked Jason Ramynke and Nicole about this and they confirmed.

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**From:** Stafford, Sarah (ACF) <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>  
**Sent:** Wednesday, February 3, 2021 8:28 AM  
**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>  
**Cc:** Noski, Paul (ACF) <[paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov)>; Lee, Joshua (ACF) <[Joshua.Lee@acf.hhs.gov](mailto:Joshua.Lee@acf.hhs.gov)>; Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>; Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>  
**Subject:** RE: Waiver Extension Guidance

External Email

Good Morning Matt,

I have a few questions about your extension requests and identified a few revisions needed. Let me know if you have time this morning to discuss these over a quick call. I am hoping to move your request forward for approval by 10:30 this morning if possible.

I want to double check that you're intentionally not requesting an extension for waiving copayments

for all families.

Please remove all of the duration language and keep the initial effective dates for each waiver only.

I caught a typo in the request language below for 45 CFR 98.42(b)(2)(ii) under “How temporary relief from the provision... will improve the delivery of child care services...” Please add the word “non” to relative. It seems that word was omitted from your initial waiver request too, but correcting it here only is sufficient.

Also for 45 CFR 98.42(b)(2)(ii) under “How the health and safety of children are assured,” I wanted to double check on the first two sentences,

- “DCYF just implemented health and safety standards on October 1, 2020 for in-home, non-relative care providers.” Were new standards implemented 10/1/20? I noticed this was in your original waiver request too (which was before 10/1) and we should have asked you about it then.
- “DCYF continues to implement virtual monitoring visits to in-home care, non-relative providers.” It’s unclear if virtual monitoring visits for in-home non-relatives are taking place based on this statement in your extension request, “Extension of the waiver of the monitoring requirement is temporarily needed for in-home, non-relative care providers. DCYF is gradually implementing virtual health and safety inspections in support of social distancing but does not have a fully functioning program online to conduct them for all providers of this type.”
  - If virtual inspections for all non-relative in-home providers are not taking place at this time, please remove this piece from your health and safety assurance paragraph.

Best,

**Sarah Stafford** (she/her/hers)

Program Specialist I Office of Child Care

Administration for Children and Families

US Department of Health and Human Services I Region 10 Seattle

p (206) 615-2565 I e [sarah.stafford@acf.hhs.gov](mailto:sarah.stafford@acf.hhs.gov)

w <http://www.acf.hhs.gov/programs/occ>

View all OCC COVID-19 Resources [here](#)

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**From:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>

**Sent:** Wednesday, January 27, 2021 11:19 AM

**To:** Stafford, Sarah (ACF) <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>

**Cc:** Lee, Joshua (ACF) <[Joshua.Lee@acf.hhs.gov](mailto:Joshua.Lee@acf.hhs.gov)>; Noski, Paul (ACF) <[paul.noski@acf.hhs.gov](mailto:paul.noski@acf.hhs.gov)>;

Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>; Hansen, Travis (DCYF)

<[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** RE: Waiver Extension Guidance

Hi Sarah,

DCYF would like to request extensions of several of its current COVID-19 waivers granted before October 1, 2020. The requests and the bases for them are as follows:

### **I. Criminal Background Checks.**

- (1) The provision from which the state seeks relief.

DCYF seeks temporary relief from the requirement in 45 CFR 98.43(a) through (d) that child care staff must receive a background check that includes the following:

- (1) A Federal Bureau of Investigation fingerprint check using Next Generation Identification;
- (2) A search of the National Crime Information Center's National Sex Offender Registry;
- (3) A search of the all registries, repositories, or databases in the State where the child care staff member resided during the preceding five years; and
- (4) The fingerprinting requirement related to the in-state criminal history check.

(2) The reason DCYF is requesting waiver including a description of the extraordinary circumstances.

As a result of the pandemic, many child care provider facilities were forced to close, limiting the supply of child care. While supply has rebounded somewhat, many existing child care staff are still unable to come to work for various reasons related to the pandemic, leaving providers understaffed. Finally, while fingerprinting offices have reopened, with coronavirus infections and deaths increasing statewide and across the nation, many staff are not making/attending fingerprint appointments out of concerns of contracting the virus and the need to social distance.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

Waiving these background check requirements while DCYF temporarily institutes a name/date of birth background check of the state's criminal, sex offender, and abuse and neglect repositories will help expedite background checks. This will allow providers to onboard new child care staff during the continuing pandemic. Whereas DCYF's existing Portable Background Check process takes, on average, 20 days to complete, from start to finish. This relief will allow providers to maintain staff to child ratios and continue delivery of child care services for children and families.

(4) How the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

DCYF will continue to administer name/date of birth background check of the state's criminal, sex offender, and abuse and neglect repositories, thereby assuring a baseline of health and safety. Staff applying for this background check will work supervised pending clearance. Allowing providers to start work after completing a name/date of birth background check while fingerprints are pending will help maintain capacity to continue providing child care. This also maintains social distancing as recommended by the CDC and state Department of Health, so that new provider staff do not begin work after having been potentially exposed to COVID-19 in the fingerprinting process. Finally, if the waiver is not granted, many providers will be unable to staff their programs, forcing families to consider illegal unlicensed care with no baseline of health and safety or background check of any kind beyond what these families can conduct on their own.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020 through the duration of the state-declared emergency period, not to exceed one year initially.

## **II. Health and Safety Monitoring – Emergency Licensing, Seasonal Camps, and In-home Providers**

(1) The provision from which the state seeks relief.

DCYF seeks an extension of relief from section 45 CFR 98.42(b)(2)(i)(A) requiring pre-licensure inspection for compliance with health, safety, and fire standards. This waiver request applies to emergency licensed providers and seasonal camp providers as described below, not traditional licensed providers.

DCYF seeks relief from 45 CFR 98.42(b)(2)(ii) requiring annual inspection for compliance with health, safety, and fire standards for in-home, nonrelative child care providers.

(2) The reason we are requesting waiver including a description of the extraordinary circumstances.

45 CFR 98.42(b)(2)(i)(A):

During the pandemic, the state needs the ability to quickly onboard licensed providers on an emergency basis, necessitating abbreviated, remote, virtual initial monitoring conducted using smartphones or other audio/visual equipment allowing remote inspection. Remote inspection is also needed to support social distancing per CDC and DOH recommendations.

DCYF has developed an Emergency License process that will exist in parallel with its traditional licensing system, and is seeking the above relief as to emergency licensees, not traditional licensees. Emergency licensing also includes an abbreviated initial inspection that does not cover all health, safety, and fire standards. However, the emergency license lasts only six months, at the end of which time the license expires or the provider can apply for the traditional license, with inspections covering all required topics compliant with all CCDF requirements.

The state is also providing other paths for providers to enter the system, including through the state's license exempt category of seasonal camps. DCYF will certify these license exempt providers and contract with those who provide subsidized child care, both on a temporary basis during the emergency.

45 CFR 98.42(b)(2)(ii):

Extension of the waiver of the monitoring requirement is temporarily needed for in-home, non-relative care providers. DCYF is gradually implementing virtual health and safety inspections in support of social distancing but does not have a fully functioning program online to conduct them for all providers of this type.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

45 CFR 98.42(b)(2)(i)(A):

Extending waiver of this requirement will allow DCYF to maintain its emergency licensing process and onboard seasonal camps to address any arising immediate need of children and families for child care services. Washington state lost significant child care capacity due to COVID-19, necessitating a rapid response to onboard new providers to meet demand. DCYF's emergency licensing process coexists with current licensing rules under which existing providers were licensed in accordance with CCDF requirements. Emergency licensing allows new providers to quickly begin operations during the COVID-19 emergency by abbreviating inspection requirements and allowing them to be conducted remotely and virtually in observance of social distancing guidelines. Seasonal camps, due to their license exempt status, will be quick to onboard, providing timely additional provider capacity during the emergency. DCYF needs this flexibility as the future of the pandemic and its impact on supply and demand for child care is unpredictable, particularly with new strains of the

virus arriving in the State.

45 CFR 98.42(b)(2)(ii):

A waiver of this requirement will allow in-home relative care providers, who serve thousands of children daily across the state, to remain certified and allow DCYF to direct resources toward onboarding emergency licensed care.

(4) how the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

45 CFR 98.42(b)(2)(i)(A):

While extension of this waiver will temporarily postpone inspection requirements for licensed providers, DCYF's Emergency Licensing rules and processes continue to provide for a baseline of health and safety standards (emailed and available to providers online), training on all of the required topics, along with phone and virtual inspection processes that enable us to communicate critical health and safety information to new providers and view their licensed space for potential issues. Finally, emergency licensees are subject to the same licensing complaint process as traditional licensed providers, including potential investigation in the case of alleged abuse and neglect.

Continuing to waive these elements will serve social distancing as recommended by the CDC and state Department of Health, so that new providers do not begin operations after having been potentially exposed to COVID-19 in the licensing process.

Potential capacity in the form of seasonal camps will also be a benefit from waiver extension. DCYF will assist these providers by providing guidance in the form of the emergency child care rules and regulations, along with the full licensing rules, as models on which to base their practices. DCYF will further provide guidance on COVID-19 social distancing and safety measures, consistent with CDC and DOH guidelines. Contracts with providers of this type for subsidized child care will establish in their terms the CCDF-required health, safety, and fire standards.

45 CFR 98.42(b)(2)(ii):

DCYF just implemented health and safety standards on October 1, 2020 for in-home, non-relative care providers. DCYF continues to implement virtual monitoring visits to in-home care, non-relative providers; provide families with a health and safety checklist; and conduct visits only in instances when there are serious health and safety concerns. In-home, non-relative child care providers must complete a background check (see waiver above) and must complete health and safety training within 90 days of providing care. DCYF will move to inspect these providers as soon as the requisite inspector staff are onboarded.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020 through the duration of the state-declared emergency period, not to exceed one year initially.

### **III. Health and Safety Monitoring – Unannounced Visits**

(1) The provision from which the state seeks relief.

DCYF seeks extension of relief from section 45 CFR 98.42(b)(2)(i)(B) requiring an annual

unannounced inspection of licensed providers for compliance with health, safety, and fire standards. Specifically, DCYF seeks relief from only the “unannounced” and “inspection” aspects of this section.

(2) The reason we are requesting waiver including a description of the extraordinary circumstances.

To address the risk of exposure to COVID-19 for both providers and licensing staff, and in observance of social distancing requirements, DCYF has altered its practices to minimize face to face contact between agency staff and provider, and to support remote, virtual health and safety visits. By their nature, these virtual visits require prior coordination with providers in order to ensure that required technology will support the process. For these reasons, DCYF cannot practicably meet the requirement to conduct unannounced annual inspections of licensed providers for compliance with health, safety, and fire standards, and seeks waiver from it. This continues to be an issue as the number of infections and deaths have increased rapidly during the Winter.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

Extending waiver of the requirement for annual unannounced inspections of licensed providers for compliance with health, safety, and fire standards will allow DCYF to safely monitor via virtual health and safety visits on all CCDF-required health and safety topics. This improves delivery of services by reducing the risk that child care providers working with children are exposed to COVID-19.

(4) how the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

While this waiver removes the requirement for unannounced annual health and safety inspections, DCYF maintains its existing health and safety standards and training on all of the required topics, and annual phone and virtual visit processes will continue to cover all required topics. Further, all of these virtual visits are followed by unannounced in-person verification visits. During verification visits, licensors can view anything they could not determine compliance on during the virtual visit, recheck any noncompliance identified during the virtual visit, and assure observations during the virtual visit were accurate and basic health and safety components are met. Finally, licensees will still be subject to the same licensing complaint process as traditional licensed providers, including potential investigation in the case of alleged abuse and neglect.

Continuing to waive these elements will serve social distancing as recommended by the CDC and state Department of Health, so that providers are not potentially exposed to COVID-19 in the licensing process. Finally, if this waiver is not granted, the state will be unable to maintain licensed care, forcing families to consider illegal unlicensed care with no baseline of health and safety training or monitoring of any kind.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020 through the duration of the state-declared emergency period, not to exceed one year initially.

Sincerely,

**Matt Judge | Child Care Administrator | C. 360-522-3241**  
Eligibility and Provider Supports Division



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

**From:** Stafford, Sarah (ACF) <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>  
**Sent:** Wednesday, January 6, 2021 6:59 AM  
**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>  
**Cc:** Lee, Joshua (ACF) <[Joshua.Lee@acf.hhs.gov](mailto:Joshua.Lee@acf.hhs.gov)>  
**Subject:** Waiver Extension Guidance

This message has originated from an External Source. Please use caution when opening attachments, clicking links, or responding to this email. Contact your desktop support or IT security staff for assistance and to report suspicious messages.

Hello Matt,

As you may have heard, you can request to extend your current waiver(s) until September 30, 2021 *if* your initial waiver approval was granted before October 1, 2020. You do not need a new signed letter or email from leadership, unless your internal policies require it. You can instead submit an email by January 28, 2021 with the following information to me, Paul, and Josh:

Re-state the reason(s) why your lead agency is requesting the waiver extension. Include a description of the extraordinary circumstance(s) caused by COVID-19 that led to the need of waiving the requirement(s) until September 30, 2021. Describe what has been specifically impacted by COVID-19, including *how or why* it has been impacted by the pandemic, and why your agency needs additional time. You can refer to your original waiver request for some of this language.

Provide sufficient detail on the provision(s) your agency is seeking continued relief from (re-state the statutory citation as listed on your OCC waiver approval letter). Re-state how relief from the sanction/provision will, by itself, improve the delivery of child care services for children and families. You can refer to your original waiver request for some of this language.

Re-certify and describe how the health, safety, and well-being of children served through your CCDF program will not be compromised as a result of the waiver extension. You can refer to your original waiver request for this language.

Re-state your waiver start/effective date as listed in your original OCC waiver approval letter.

Your lead agency only needs to request a waiver extension if your initial waiver approval was granted before October 1, 2020. Your agency also does not need to request an extension if you do not wish to implement the waiver past the duration date listed in your OCC waiver approval letter. If you would like to request a *new* waiver, an official waiver request letter signed by your leadership is needed. Let me know if you need those separate request requirements.

Please reach out if you have any questions or need assistance with your waiver extension request,

**Sarah Stafford** (she/her/hers)  
Program Specialist I Office of Child Care  
Administration for Children and Families  
US Department of Health and Human Services I Region10 Seattle  
p (206) 615-2565 I e [sarah.stafford@acf.hhs.gov](mailto:sarah.stafford@acf.hhs.gov)  
w <http://www.acf.hhs.gov/programs/occ>

View all OCC COVID-19 Resources [here](#)



**From:** [Lee, Joshua \(ACF\)](#)  
**To:** [Judge, Matt \(DCYF\)](#); [Stafford, Sarah \(ACF\)](#)  
**Cc:** [Noski, Paul \(ACF\)](#); [Rose, Nicole \(DCYF\)](#); [Hansen, Travis \(DCYF\)](#); [Parvin, Chris \(DCYF\)](#)  
**Subject:** RE: Waiver Extension Guidance  
**Date:** Wednesday, January 27, 2021 3:59:40 PM

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External Email

Good afternoon, Matt.

We have received your waiver extension request and I will touch base with you if it needs some revisions or if it is accepted as is.

Thank you.

**Joshua Lee**

Program Specialist | Office of Child Care  
Administration for Children and Families  
US Department of Health and Human Services  
Region 10 | Seattle  
<https://www.acf.hhs.gov/programs/occ>

**Email:** [Joshua.Lee@acf.hhs.gov](mailto:Joshua.Lee@acf.hhs.gov)

**Pronouns:** He/Him/His

---

**From:** Judge, Matt (DCYF)  
**Sent:** Wednesday, January 27, 2021 11:19 AM  
**To:** Stafford, Sarah (ACF)  
**Cc:** Lee, Joshua (ACF) ; Noski, Paul (ACF) ; Rose, Nicole (DCYF) ; Hansen, Travis (DCYF) ; Parvin, Chris (DCYF)  
**Subject:** RE: Waiver Extension Guidance

Hi Sarah,

DCYF would like to request extensions of several of its current COVID-19 waivers granted before October 1, 2020. The requests and the bases for them are as follows:

**I. Criminal Background Checks.**

(1) The provision from which the state seeks relief.

DCYF seeks temporary relief from the requirement in 45 CFR 98.43(a) through (d) that child care staff must receive a background check that includes the following:

- (1) A Federal Bureau of Investigation fingerprint check using Next Generation Identification;
- (2) A search of the National Crime Information Center's National Sex Offender Registry;
- (3) A search of the all registries, repositories, or databases in the State where the child care staff member resided during the preceding five years; and
- (4) The fingerprinting requirement related to the in-state criminal history check.

(2) The reason DCYF is requesting waiver including a description of the extraordinary circumstances.

As a result of the pandemic, many child care provider facilities were forced to close, limiting the supply of child care. While supply has rebounded somewhat, many existing child care staff are still unable to come to work for various reasons related to the pandemic, leaving providers understaffed. Finally, while fingerprinting offices have reopened, with coronavirus infections and deaths increasing statewide and across the nation, many staff are not making/attending fingerprint appointments out of concerns of contracting the virus and the need to social distance.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

Waiving these background check requirements while DCYF temporarily institutes a name/date of birth background check of the state's criminal, sex offender, and abuse and neglect repositories will help expedite background checks. This will allow providers to onboard new child care staff during the continuing pandemic. Whereas DCYF's existing Portable Background Check process takes, on average, 20 days to complete, from start to finish. This relief will allow providers to maintain staff to child ratios and continue delivery of child care services for children and families.

(4) How the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

DCYF will continue to administer name/date of birth background check of the state's criminal, sex offender, and abuse and neglect repositories, thereby assuring a baseline of health and safety. Staff applying for this background check will work supervised pending clearance. Allowing providers to start work after completing a name/date of birth background check while fingerprints are pending will help maintain capacity to continue providing child care. This also maintains social distancing as recommended by the CDC and state Department of Health, so that new provider staff do not begin work after having been potentially exposed to COVID-19 in the fingerprinting process. Finally, if the waiver is not granted, many providers will be unable to staff their programs, forcing families to consider illegal unlicensed care with no baseline of health and safety or background check of any kind beyond what these families can conduct on their own.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020 through the duration of the state-declared emergency period, not to exceed one year initially.

## **II. Health and Safety Monitoring – Emergency Licensing, Seasonal Camps, and In-home Providers**

(1) The provision from which the state seeks relief.

DCYF seeks an extension of relief from section 45 CFR 98.42(b)(2)(i)(A) requiring pre-licensure inspection for compliance with health, safety, and fire standards. This waiver request applies to emergency licensed providers and seasonal camp providers as described below, not traditional licensed providers.

DCYF seeks relief from 45 CFR 98.42(b)(2)(ii) requiring annual inspection for compliance with health, safety, and fire standards for in-home, nonrelative child care providers.

(2) The reason we are requesting waiver including a description of the extraordinary circumstances.

45 CFR 98.42(b)(2)(i)(A):

During the pandemic, the state needs the ability to quickly onboard licensed providers on an emergency basis, necessitating abbreviated, remote, virtual initial monitoring conducted using smartphones or other audio/visual equipment allowing remote inspection. Remote inspection is also needed to support social distancing per CDC and DOH recommendations.

DCYF has developed an Emergency License process that will exist in parallel with its traditional licensing system, and is seeking the above relief as to emergency licensees, not traditional licensees. Emergency licensing also includes an abbreviated initial inspection that does not cover all health, safety, and fire standards. However, the emergency license lasts only six months, at the end of which time the license expires or the provider can apply for the traditional license, with inspections covering all required topics compliant with all CCDF requirements.

The state is also providing other paths for providers to enter the system, including through the state's license exempt category of seasonal camps. DCYF will certify these license exempt providers and contract with those who provide subsidized child care, both on a temporary basis during the emergency.

45 CFR 98.42(b)(2)(ii):

Extension of the waiver of the monitoring requirement is temporarily needed for in-home, non-relative care providers. DCYF is gradually implementing virtual health and safety inspections in support of social distancing but does not have a fully functioning program online to conduct them for all providers of this type.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

45 CFR 98.42(b)(2)(i)(A):

Extending waiver of this requirement will allow DCYF to maintain its emergency licensing process and onboard seasonal camps to address any arising immediate need of children and families for child care services. Washington state lost significant child care capacity due to COVID-19, necessitating a rapid response to onboard new providers to meet demand. DCYF's emergency licensing process coexists with current licensing rules under which existing providers were licensed in accordance with CCDF requirements. Emergency licensing allows new providers to quickly begin operations during the COVID-19 emergency by abbreviating inspection requirements and allowing them to be conducted remotely and virtually in observance of social distancing guidelines. Seasonal camps, due to their license exempt status, will be quick to onboard, providing timely additional provider capacity during the emergency. DCYF needs this flexibility as the future of the pandemic and its impact on supply and demand for child care is unpredictable, particularly with new strains of the virus arriving in the State.

45 CFR 98.42(b)(2)(ii):

A waiver of this requirement will allow in-home relative care providers, who serve thousands of children daily across the state, to remain certified and allow DCYF to direct resources toward onboarding emergency licensed care.

(4) how the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

45 CFR 98.42(b)(2)(i)(A):

While extension of this waiver will temporarily postpone inspection requirements for licensed providers, DCYF's Emergency Licensing rules and processes continue to provide for a baseline of health and safety standards (emailed and available to providers online), training on all of the required topics, along with phone and virtual inspection processes that enable us to communicate critical health and safety information to new providers and view their licensed space for potential issues. Finally, emergency licensees are subject to the same licensing complaint process as traditional licensed providers, including potential investigation in the case of alleged abuse and neglect.

Continuing to waive these elements will serve social distancing as recommended by the CDC and state Department of Health, so that new providers do not begin operations after having been potentially exposed to COVID-19 in the licensing process.

Potential capacity in the form of seasonal camps will also be a benefit from waiver extension. DCYF will assist these providers by providing guidance in the form of the emergency child care rules and regulations, along with the full licensing rules, as models on which to base their practices. DCYF will further provide guidance on COVID-19 social distancing and safety measures, consistent with CDC and DOH guidelines. Contracts with providers of this type for subsidized child care will establish in their terms the CCDF-required health, safety, and fire standards.

45 CFR 98.42(b)(2)(ii):

DCYF just implemented health and safety standards on October 1, 2020 for in-home, non-relative care providers. DCYF continues to implement virtual monitoring visits to in-home care, non-relative providers; provide families with a health and safety checklist; and conduct visits only in instances when there are serious health and safety concerns. In-home, non-relative child care providers must complete a background check (see waiver above) and must complete health and safety training within 90 days of providing care. DCYF will move to inspect these providers as soon as the requisite inspector staff are onboarded.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020 through the duration of the state-declared emergency period, not to exceed one year initially.

### **III. Health and Safety Monitoring – Unannounced Visits**

(1) The provision from which the state seeks relief.

DCYF seeks extension of relief from section 45 CFR 98.42(b)(2)(i)(B) requiring an annual unannounced inspection of licensed providers for compliance with health, safety, and fire standards. Specifically, DCYF seeks relief from only the “unannounced” and “inspection” aspects of this section.

(2) The reason we are requesting waiver including a description of the extraordinary circumstances.

To address the risk of exposure to COVID-19 for both providers and licensing staff, and in observance of social distancing requirements, DCYF has altered its practices to minimize face to

face contact between agency staff and provider, and to support remote, virtual health and safety visits. By their nature, these virtual visits require prior coordination with providers in order to ensure that required technology will support the process. For these reasons, DCYF cannot practicably meet the requirement to conduct unannounced annual inspections of licensed providers for compliance with health, safety, and fire standards, and seeks waiver from it. This continues to be an issue as the number of infections and deaths have increased rapidly during the Winter.

(3) How relief from the provision, by itself, will improve the delivery of child care services for children and families.

Extending waiver of the requirement for annual unannounced inspections of licensed providers for compliance with health, safety, and fire standards will allow DCYF to safely monitor via virtual health and safety visits on all CCDF-required health and safety topics. This improves delivery of services by reducing the risk that child care providers working with children are exposed to COVID-19.

(4) how the health, safety, and well-being of children served through CCDF will not be compromised as a result of the waiver.

While this waiver removes the requirement for unannounced annual health and safety inspections, DCYF maintains its existing health and safety standards and training on all of the required topics, and annual phone and virtual visit processes will continue to cover all required topics. Further, all of these virtual visits are followed by unannounced in-person verification visits. During verification visits, licensors can view anything they could not determine compliance on during the virtual visit, recheck any noncompliance identified during the virtual visit, and assure observations during the virtual visit were accurate and basic health and safety components are met. Finally, licensees will still be subject to the same licensing complaint process as traditional licensed providers, including potential investigation in the case of alleged abuse and neglect.

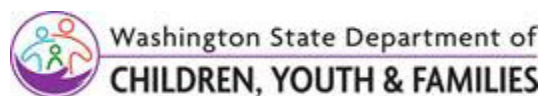
Continuing to waive these elements will serve social distancing as recommended by the CDC and state Department of Health, so that providers are not potentially exposed to COVID-19 in the licensing process. Finally, if this waiver is not granted, the state will be unable to maintain licensed care, forcing families to consider illegal unlicensed care with no baseline of health and safety training or monitoring of any kind.

(5) Effective date of the waiver.

The approval letter for the original waiver stated an effective date of February 29, 2020 through the duration of the state-declared emergency period, not to exceed one year initially.

Sincerely,

**Matt Judge | Child Care Administrator | C. 360-522-3241**  
Eligibility and Provider Supports Division



---

**From:** Stafford, Sarah (ACF) <[Sarah.Stafford@acf.hhs.gov](mailto:Sarah.Stafford@acf.hhs.gov)>

**Sent:** Wednesday, January 6, 2021 6:59 AM  
**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>  
**Cc:** Lee, Joshua (ACF) <[Joshua.Lee@acf.hhs.gov](mailto:Joshua.Lee@acf.hhs.gov)>  
**Subject:** Waiver Extension Guidance

This message has originated from an External Source. Please use caution when opening attachments, clicking links, or responding to this email. Contact your desktop support or IT security staff for assistance and to report suspicious messages.

Hello Matt,

As you may have heard, you can request to extend your current waiver(s) until September 30, 2021 *if* your initial waiver approval was granted before October 1, 2020. You do not need a new signed letter or email from leadership, unless your internal policies require it. You can instead submit an email by January 28, 2021 with the following information to me, Paul, and Josh:

Re-state the reason(s) why your lead agency is requesting the waiver extension. Include a description of the extraordinary circumstance(s) caused by COVID-19 that led to the need of waiving the requirement(s) until September 30, 2021. Describe what has been specifically impacted by COVID-19, including *how or why* it has been impacted by the pandemic, and why your agency needs additional time. You can refer to your original waiver request for some of this language.

Provide sufficient detail on the provision(s) your agency is seeking continued relief from (re-state the statutory citation as listed on your OCC waiver approval letter). Re-state how relief from the sanction/provision will, by itself, improve the delivery of child care services for children and families. You can refer to your original waiver request for some of this language.

Re-certify and describe how the health, safety, and well-being of children served through your CCDF program will not be compromised as a result of the waiver extension. You can refer to your original waiver request for this language.

Re-state your waiver start/effective date as listed in your original OCC waiver approval letter.

Your lead agency only needs to request a waiver extension if your initial waiver approval was granted before October 1, 2020. Your agency also does not need to request an extension if you do not wish to implement the waiver past the duration date listed in your OCC waiver approval letter. If you would like to request a *new* waiver, an official waiver request letter signed by your leadership is needed. Let me know if you need those separate request requirements.

Please reach out if you have any questions or need assistance with your waiver extension request,

**Sarah Stafford** (she/her/hers)  
Program Specialist I Office of Child Care  
Administration for Children and Families  
US Department of Health and Human Services I Region10 Seattle  
p (206) 615-2565 I e [sarah.stafford@acf.hhs.gov](mailto:sarah.stafford@acf.hhs.gov)  
w <http://www.acf.hhs.gov/programs/occ>  
View all OCC COVID-19 Resources [here](#)

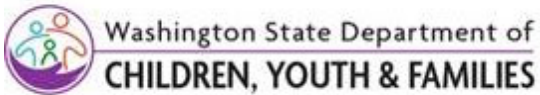
**From:** [Parvin, Chris \(DCYF\)](#)  
**To:** [Judge, Matt \(DCYF\)](#)  
**Subject:** RE: CCDF COVID-19 Waiver Extensions  
**Date:** Wednesday, January 27, 2021 11:15:51 AM

---

Thank you!

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division  
Office 360-407-5501 | Cell 360-890-0464



---

**From:** Judge, Matt (DCYF)  
**Sent:** Wednesday, January 27, 2021 10:27 AM  
**To:** Parvin, Chris (DCYF)  
**Subject:** RE: CCDF COVID-19 Waiver Extensions

Will do, this will just be an extension of the current waiver that supported NDOB checks.

---

**From:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>  
**Sent:** Wednesday, January 27, 2021 10:09 AM  
**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>  
**Subject:** RE: CCDF COVID-19 Waiver Extensions

Yes, can we get one for fingerprinting because even though we are asking people to fingerprint, we cannot ensure they will all be compliant with that piece of the background check.

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division  
Office 360-407-5501 | Cell 360-890-0464



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**From:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>  
**Sent:** Wednesday, January 27, 2021 9:30 AM  
**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>  
**Subject:** RE: CCDF COVID-19 Waiver Extensions

Hi Chris, I'm submitting waiver extension requests today and just want to check in to be sure you don't want one for fingerprinting. This means effective February we have to be fully CCDF compliant

on fingerprinting.

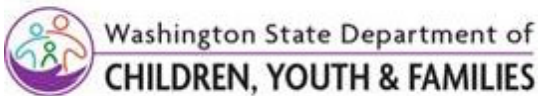
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**From:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>  
**Sent:** Tuesday, January 12, 2021 1:51 PM  
**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>; Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>; Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>  
**Subject:** RE: CCDF COVID-19 Waiver Extensions

Sorry I didn't follow up. Nicole feels we are fine to continue to work towards having our providers fingerprint. Although I am not sure if legislators will continue the proclamation, it appears we will not push to continue the fingerprint exception.

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division  
Office 360-407-5501 | Cell 360-890-0464



---

**From:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>  
**Sent:** Tuesday, January 12, 2021 1:47 PM  
**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>; Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>  
**Subject:** RE: CCDF COVID-19 Waiver Extensions

Any word on this?

---

**From:** Judge, Matt (DCYF)  
**Sent:** Wednesday, January 6, 2021 11:56 AM  
**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>; Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>  
**Subject:** RE: CCDF COVID-19 Waiver Extensions

Great, let me know what you hear from Allison and Nicole.

---

**From:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>  
**Sent:** Wednesday, January 6, 2021 11:28 AM  
**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>; Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>; Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>  
**Subject:** RE: CCDF COVID-19 Waiver Extensions

I discussed the fingerprint waiver with Allison and Nicole a while ago and it was decided then to not keep pushing the proclamation since sites are open and people are fingerprinting. I know there will



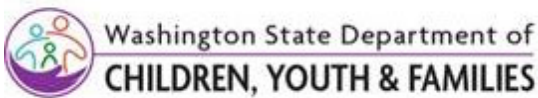
be a few individuals who will complain, but there are safeguards at these sites and, while this may not be popular, if someone is at high risk then what is the likelihood they are having unsupervised access to children outside their home?

That said, I will confirm with Allison and Nicole. We have already switched to requesting fingerprints and there are individuals who have not printed and we have no history for them yet so the longer we wait to fingerprint is also a concern for risk. Switching back to NDOB entirely will be too difficult to yet again switch back and work towards fingerprint compliance this early fall with CCDF.

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division

Office 360-407-5501 | Cell 360-890-0464



---

**From:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>

**Sent:** Wednesday, January 6, 2021 11:24 AM

**To:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>; Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** CCDF COVID-19 Waiver Extensions

Hi there,

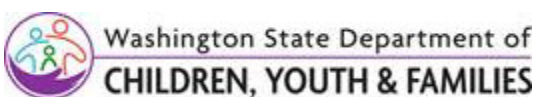
A few of our COVID-19 waivers will expire as soon as 2/29 and would need to be renewed by 1/27 if we want them going forward. Fortunately ACF has provided for a very simple email process of renewing that I'll handle once I have your go-ahead. I need to know whether you'd like to renew waivers that support the following:

- Allowing virtual licensing visits – Travis
- Supporting Emergency Licensing alternative to full licensing – Travis
- Waiver of FFN monitoring requirement – Travis
- Waiving copays – Jason
- Allowing NDOB Background Checks in lieu of full fingerprint – Chris

Let me know if need more details on what the waivers consist of.

**Matt Judge | Child Care Administrator | C. 360-522-3241**

Eligibility and Provider Supports Division



**From:** [Jaramillo, Judy \(DCYF\)](#)  
**To:** [Hansen, Travis \(DCYF\)](#)  
**Subject:** RE: CCDF COVID-19 Waiver Extensions  
**Date:** Wednesday, January 20, 2021 10:58:31 AM

---

Do you know if Matt requested this? If so what would be the duration of the extension? Just trying to strategize our next steps😊

Thanks,

**Judy Jaramillo | Administrator**

Licensing | License Exempt Services

Cell 360-529-6542

[Judy.jaramillo@dcyf.wa.gov](mailto:Judy.jaramillo@dcyf.wa.gov)



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**From:** Hansen, Travis (DCYF)  
**Sent:** Tuesday, January 12, 2021 1:57 PM  
**To:** Jaramillo, Judy (DCYF)  
**Subject:** RE: CCDF COVID-19 Waiver Extensions

Thanks 😊

Travis Hansen, MSW  
Senior Child Care Administrator  
Department of Children, Youth, and Families  
[\(509\) 834-6840](tel:(509)834-6840) (phone)  
[\(509\) 480-1071](tel:(509)480-1071) (cell)



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**From:** Jaramillo, Judy (DCYF) <[judy.jaramillo@dcyf.wa.gov](mailto:judy.jaramillo@dcyf.wa.gov)>  
**Sent:** Tuesday, January 12, 2021 1:56 PM  
**To:** Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>  
**Subject:** RE: CCDF COVID-19 Waiver Extensions

Yes please.

**Judy Jaramillo | Administrator**

Licensing | License Exempt Services

Cell 360-529-6542

[Judy.jaramillo@dcyf.wa.gov](mailto:Judy.jaramillo@dcyf.wa.gov)



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

---

**From:** Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>

**Sent:** Tuesday, January 12, 2021 1:55 PM

**To:** Jaramillo, Judy (DCYF) <[judy.jaramillo@dcyf.wa.gov](mailto:judy.jaramillo@dcyf.wa.gov)>

**Subject:** FW: CCDF COVID-19 Waiver Extensions

I'm thinking yes...but see below....we want to extend these waiver? Waiver of FFN monitoring requirement

Travis Hansen, MSW  
Senior Child Care Administrator  
Department of Children, Youth, and Families  
(509) 834-6840 (phone)  
(509) 480-1071 (cell)



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

---

**From:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>

**Sent:** Wednesday, January 6, 2021 11:24 AM

**To:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>; Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** CCDF COVID-19 Waiver Extensions

Hi there,

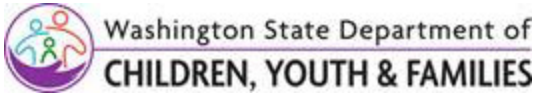
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- Waiving copays – Jason
- Allowing NDOB Background Checks in lieu of full fingerprint – Chris

Let me know if need more details on what the waivers consist of.

**Matt Judge | Child Care Administrator | C. 360-522-3241**

Eligibility and Provider Supports Division



**From:** [Judge, Matt \(DCYF\)](#)  
**To:** [Parvin, Chris \(DCYF\)](#); [Ramynke, Jason \(DCYF\)](#); [Hansen, Travis \(DCYF\)](#)  
**Subject:** RE: CCDF COVID-19 Waiver Extensions  
**Date:** Tuesday, January 12, 2021 2:15:36 PM

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Okay, just note that it's okay to have a waiver in place to spring into effect when you want to, but continue requiring fingerprints in the meantime. Only consideration is whether this puts us under external pressure to go to NDOB, I guess...

---

**From:** Parvin, Chris (DCYF)  
**Sent:** Tuesday, January 12, 2021 1:51 PM  
**To:** Judge, Matt (DCYF) ; Ramynke, Jason (DCYF) ; Hansen, Travis (DCYF)  
**Subject:** RE: CCDF COVID-19 Waiver Extensions

Sorry I didn't follow up. Nicole feels we are fine to continue to work towards having our providers fingerprint. Although I am not sure if legislators will continue the proclamation, it appears we will not push to continue the fingerprint exception.

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division  
Office 360-407-5501 | Cell 360-890-0464



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

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**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>; Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>  
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Any word on this?

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**Subject:** RE: CCDF COVID-19 Waiver Extensions

Great, let me know what you hear from Allison and Nicole.

---

**From:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>  
**Sent:** Wednesday, January 6, 2021 11:28 AM  
**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>; Ramynke, Jason (DCYF)

<[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>; Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>

**Subject:** RE: CCDF COVID-19 Waiver Extensions

I discussed the fingerprint waiver with Allison and Nicole a while ago and it was decided then to not keep pushing the proclamation since sites are open and people are fingerprinting. I know there will be a few individuals who will complain, but there are safeguards at these sites and, while this may not be popular, if someone is at high risk then what is the likelihood they are having unsupervised access to children outside their home?

That said, I will confirm with Allison and Nicole. We have already switched to requesting fingerprints and there are individuals who have not printed and we have no history for them yet so the longer we wait to fingerprint is also a concern for risk. Switching back to NDOB entirely will be too difficult to yet again switch back and work towards fingerprint compliance this early fall with CCDF.

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division

Office 360-407-5501 | Cell 360-890-0464



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

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**To:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>; Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** CCDF COVID-19 Waiver Extensions

Hi there,

A few of our COVID-19 waivers will expire as soon as 2/29 and would need to be renewed by 1/27 if we want them going forward. Fortunately ACF has provided for a very simple email process of renewing that I'll handle once I have your go-ahead. I need to know whether you'd like to renew waivers that support the following:

- Allowing virtual licensing visits – Travis
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- Waiving copays – Jason
- Allowing NDOB Background Checks in lieu of full fingerprint – Chris

Let me know if need more details on what the waivers consist of.

**Matt Judge | Child Care Administrator | C. 360-522-3241**

Eligibility and Provider Supports Division



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



**From:** [Hansen, Travis \(DCYF\)](#)  
**To:** [Judge, Matt \(DCYF\)](#)  
**Subject:** RE: CCDF COVID-19 Waiver Extensions  
**Date:** Tuesday, January 12, 2021 1:58:00 PM

---

Yes...to all three...thanks Matt

Travis Hansen, MSW  
Senior Child Care Administrator  
Department of Children, Youth, and Families  
[\(509\) 834-6840](#) (phone)  
[\(509\) 480-1071](#) (cell)



---

**From:** Hansen, Travis (DCYF)  
**Sent:** Tuesday, January 12, 2021 1:52 PM  
**To:** Judge, Matt (DCYF)  
**Subject:** RE: CCDF COVID-19 Waiver Extensions

Yes...but I need to check with Judy J on FFN Vital monitor visit.

Travis Hansen, MSW  
Senior Child Care Administrator  
Department of Children, Youth, and Families  
[\(509\) 834-6840](#) (phone)  
[\(509\) 480-1071](#) (cell)



---

**From:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>  
**Sent:** Tuesday, January 12, 2021 1:51 PM  
**To:** Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>  
**Subject:** RE: CCDF COVID-19 Waiver Extensions

Hey Travis, do you think you want to extend these waivers? One thing to consider that Paul's saying is it's easy to request the extension and we're not obligated to act on it...

---

**From:** Judge, Matt (DCYF)  
**Sent:** Wednesday, January 6, 2021 11:24 AM  
**To:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>; Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** CCDF COVID-19 Waiver Extensions

Hi there,

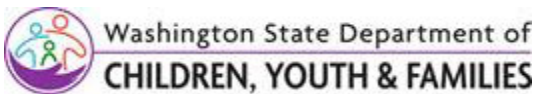
A few of our COVID-19 waivers will expire as soon as 2/29 and would need to be renewed by 1/27 if we want them going forward. Fortunately ACF has provided for a very simple email process of renewing that I'll handle once I have your go-ahead. I need to know whether you'd like to renew waivers that support the following:

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- Waiving copays – Jason
- Allowing NDOB Background Checks in lieu of full fingerprint – Chris

Let me know if need more details on what the waivers consist of.

**Matt Judge | Child Care Administrator | C. 360-522-3241**

Eligibility and Provider Supports Division



**From:** [Rose, Nicole \(DCYF\)](#)  
**To:** [Parvin, Chris \(DCYF\)](#)  
**Subject:** RE: CCDF COVID-19 Waiver Extensions  
**Date:** Wednesday, January 6, 2021 1:29:00 PM

---

Ok, yes. That is fine. I may have said something different to Matt earlier 😊

Nicole

Nicole Rose  
Director of Eligibility and Provider Supports  
Department of Children, Youth, and Families  
[www.dcyf.wa.gov](http://www.dcyf.wa.gov)  
[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | ☎ (360)407-3697 | Cell (360) 333-9802  
Pronouns: she/her/hers



---

**From:** Parvin, Chris (DCYF)  
**Sent:** Wednesday, January 6, 2021 11:38 AM  
**To:** Rose, Nicole (DCYF)  
**Subject:** FW: CCDF COVID-19 Waiver Extensions

Hi Nicole,

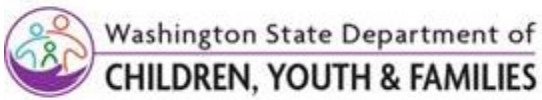
Matt sent a reminder of CCDF waivers related to COVID expiring at the end of February. One is the fingerprint. I believe you, Allison and I decided to not push extending the proclamation and to continue our path to require fingerprints. We are seeing sites open, appointments available, and applicants fingerprinting. We also shifted the early learning background check system from NDOB to fingerprints about two months ago and the IT adjustments to go back to NDOB and then to fingerprinting again would be difficult and impact more providers than the relatively small amount who may argue safety about fingerprinting.

Also, the fingerprint sites have many COVID safeguards in place that I can outline, but it is more safe then going to a grocery store and on par with a medical visit.

Are you ok with our current path to continue requiring fingerprints?

Happy to discuss and thank you!

**Chris Parvin | Provider Supports Administrator**  
Eligibility and Provider Supports Division



---

**From:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>  
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**To:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>; Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>  
**Subject:** CCDF COVID-19 Waiver Extensions

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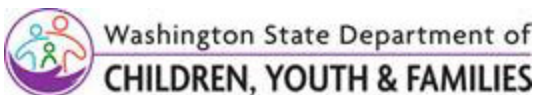
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- Waiver of FFN monitoring requirement – Travis
- Waiving copays – Jason
- Allowing NDOB Background Checks in lieu of full fingerprint – Chris

Let me know if need more details on what the waivers consist of.

**Matt Judge | Child Care Administrator | C. 360-522-3241**

Eligibility and Provider Supports Division



**From:** [Judge, Matt \(DCYF\)](#)  
**To:** [Ramynke, Jason \(DCYF\)](#)  
**Subject:** RE: CCDF COVID-19 Waiver Extensions  
**Date:** Wednesday, January 6, 2021 11:56:48 AM

---

I believe just a plan change – as long as we have cost sharing we have pretty wide latitude. I expected you'd let the copay waiver expire but needed to ask.

---

**From:** Ramynke, Jason (DCYF)  
**Sent:** Wednesday, January 6, 2021 11:28 AM  
**To:** Judge, Matt (DCYF)  
**Subject:** RE: CCDF COVID-19 Waiver Extensions

Thanks Matt, So helpful to have you tracking this. Do you think we need a waiver for capping copayments at \$115 through June? Or just a plan change?

---

**From:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>  
**Sent:** Wednesday, January 6, 2021 11:24 AM  
**To:** Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>; Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>  
**Subject:** CCDF COVID-19 Waiver Extensions

Hi there,

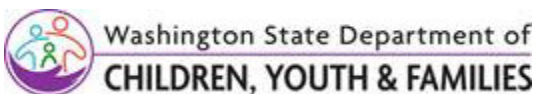
A few of our COVID-19 waivers will expire as soon as 2/29 and would need to be renewed by 1/27 if we want them going forward. Fortunately ACF has provided for a very simple email process of renewing that I'll handle once I have your go-ahead. I need to know whether you'd like to renew waivers that support the following:

- Allowing virtual licensing visits – Travis
- Supporting Emergency Licensing alternative to full licensing – Travis
- Waiver of FFN monitoring requirement – Travis
- Waiving copays – Jason
- Allowing NDOB Background Checks in lieu of full fingerprint – Chris

Let me know if need more details on what the waivers consist of.

**Matt Judge | Child Care Administrator | C. 360-522-3241**

Eligibility and Provider Supports Division



**From:** [Judge, Matt \(DCYF\)](#)  
**To:** [Niemela, Stefanie \(DCYF\)](#)  
**Cc:** [Niemela, Stefanie \(DCYF\)](#)  
**Subject:** Re: CCDF COVID-19 waiver on FFN ongoing training  
**Date:** Tuesday, November 17, 2020 8:03:08 AM

---

No word yet.

---

On: 16 November 2020 16:31,  
"Niemela, Stefanie (DCYF)" <[Stefanie.Niemela@dcyf.wa.gov](mailto:Stefanie.Niemela@dcyf.wa.gov)> wrote:

Any word? I am guessing no...but my one month reminder notice just came up 😊

---

**From:** Judge, Matt (DCYF)  
**Sent:** Monday, October 26, 2020 9:43 AM  
**To:** Niemela, Stefanie (DCYF)  
**Subject:** RE: CCDF COVID-19 waiver on FFN ongoing training

I talked to Judy about it and we worked it out. I submitted a waiver request 10/15, see attached.

---

**From:** Niemela, Stefanie (DCYF) <[Stefanie.Niemela@dcyf.wa.gov](mailto:Stefanie.Niemela@dcyf.wa.gov)>  
**Sent:** Monday, October 26, 2020 9:40 AM  
**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>  
**Cc:** Niemela, Stefanie (DCYF) <[Stefanie.Niemela@dcyf.wa.gov](mailto:Stefanie.Niemela@dcyf.wa.gov)>  
**Subject:** RE: CCDF COVID-19 waiver on FFN ongoing training

Did you receive a response to the below?

---

**From:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>  
**Sent:** Thursday, October 8, 2020 9:42 AM  
**To:** Jaramillo, Judy (DCYF) <[judy.jaramillo@dcyf.wa.gov](mailto:judy.jaramillo@dcyf.wa.gov)>; Niemela, Stefanie (DCYF) <[Stefanie.Niemela@dcyf.wa.gov](mailto:Stefanie.Niemela@dcyf.wa.gov)>; Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>  
**Subject:** RE: CCDF COVID-19 waiver on FFN ongoing training

I was talking to Sarah at Region X about this. Is there something we can say about virtual visits and ongoing training at those? This would speak to the topic of how we're maintaining health and safety even though we're waiving the ongoing training requirement. Once I have this I'll give the letter to Ross.

---

**From:** Jaramillo, Judy (DCYF) <[judy.jaramillo@dcyf.wa.gov](mailto:judy.jaramillo@dcyf.wa.gov)>  
**Sent:** Wednesday, October 7, 2020 4:33 PM  
**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>; Niemela, Stefanie (DCYF) <[Stefanie.Niemela@dcyf.wa.gov](mailto:Stefanie.Niemela@dcyf.wa.gov)>; Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>  
**Subject:** RE: CCDF COVID-19 waiver on FFN ongoing training

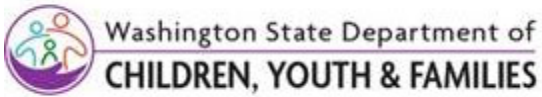
It looks ok to me.

**Judy Jaramillo | Administrator**

Licensing | License Exempt Services

Cell 360-529-6542

[Judy.jaramillo@dcyf.wa.gov](mailto:Judy.jaramillo@dcyf.wa.gov)



---

**From:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>

**Sent:** Wednesday, October 7, 2020 2:52 PM

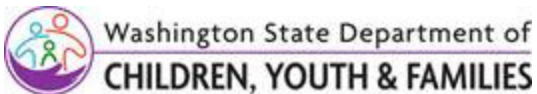
**To:** Jaramillo, Judy (DCYF) <[judy.jaramillo@dcyf.wa.gov](mailto:judy.jaramillo@dcyf.wa.gov)>; Niemela, Stefanie (DCYF) <[Stefanie.Niemela@dcyf.wa.gov](mailto:Stefanie.Niemela@dcyf.wa.gov)>; Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>

**Subject:** CCDF COVID-19 waiver on FFN ongoing training

Hi everyone, thanks for the meeting yesterday. Attached is a draft waiver request on ongoing training. Let me know if you see any issues by COB tomorrow and I'll give this Region X for a preview then get it to Ross for signature.

**Matt Judge | Child Care Administrator | C. 360-522-3241**

Eligibility and Provider Supports Division



**From:** [Niemela, Stefanie \(DCYF\)](#)  
**To:** [Judge, Matt \(DCYF\)](#)  
**Subject:** RE: CCDF COVID-19 waiver on FFN ongoing training  
**Date:** Monday, October 26, 2020 9:44:20 AM

---

Ok, thanks.

---

**From:** Judge, Matt (DCYF)  
**Sent:** Monday, October 26, 2020 9:43 AM  
**To:** Niemela, Stefanie (DCYF)  
**Subject:** RE: CCDF COVID-19 waiver on FFN ongoing training

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**Sent:** Monday, October 26, 2020 9:40 AM  
**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>  
**Cc:** Niemela, Stefanie (DCYF) <[Stefanie.Niemela@dcyf.wa.gov](mailto:Stefanie.Niemela@dcyf.wa.gov)>  
**Subject:** RE: CCDF COVID-19 waiver on FFN ongoing training

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**Subject:** RE: CCDF COVID-19 waiver on FFN ongoing training

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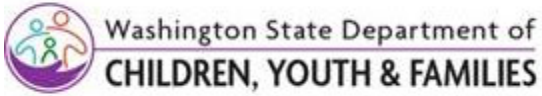
---

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**Subject:** RE: CCDF COVID-19 waiver on FFN ongoing training

It looks ok to me.

**Judy Jaramillo | Administrator**  
Licensing | License Exempt Services  
Cell 360-529-6542  
[Judy.jaramillo@dcyf.wa.gov](mailto:Judy.jaramillo@dcyf.wa.gov)





---

**From:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>

**Sent:** Wednesday, October 7, 2020 2:52 PM

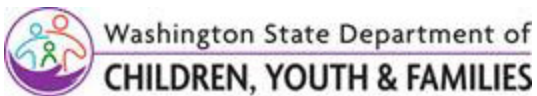
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**Subject:** CCDF COVID-19 waiver on FFN ongoing training

Hi everyone, thanks for the meeting yesterday. Attached is a draft waiver request on ongoing training. Let me know if you see any issues by COB tomorrow and I'll give this Region X for a preview then get it to Ross for signature.

**Matt Judge | Child Care Administrator | C. 360-522-3241**

Eligibility and Provider Supports Division



**From:** [Christiansen, Michelle \(DCYF\)](#)  
**To:** [Judge, Matt \(DCYF\)](#)  
**Cc:** [Jaramillo, Judy \(DCYF\)](#); [Hansen, Travis \(DCYF\)](#); [Johnston, Kari \(DCYF\)](#)  
**Subject:** RE: CCDF COVID-19 Waiver  
**Date:** Tuesday, October 13, 2020 4:10:55 PM  
**Attachments:** [CCDF Waiver Letter IV FFN Ongoing Training - Signed R.H..pdf](#)

---

Good afternoon Matt,

Please find the signed letter.

Thank you,  
Michelle

**Michelle Christiansen**

**Administrative Assistant**

Division of Child Welfare Programs

O. 360-902-7989 | C. 360-764-0370 | F. 360.902.7903

1115 Washington St. SE, Olympia, WA 98504 | **Mailing** PO Box 40983, Olympia, WA 98504-0983



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

---

**From:** Judge, Matt (DCYF)  
**Sent:** Tuesday, October 13, 2020 9:24 AM  
**To:** Johnston, Kari (DCYF) ; Christiansen, Michelle (DCYF)  
**Cc:** Jaramillo, Judy (DCYF) ; Hansen, Travis (DCYF)  
**Subject:** CCDF COVID-19 Waiver

Hi Michelle, wondering if you can help me with this in Kari's absence:

We have another COVID-19 waiver we'd like to request for CCDF that we need Ross' signature for – wish I could've included it in the last one Ross signed but the issue came up right after that. See attached. If Ross asks, the idea is that we already have a waiver of the health and safety inspection requirement for FFN providers, but ongoing training was also supposed to happen at that inspection. Since we're not inspecting we need to explicitly ask for waiver of the ongoing training requirement too.

Thanks,

**Matt Judge | Child Care Administrator | C. 360-522-3241**

Eligibility and Provider Supports Division



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



**From:** [Christiansen, Michelle \(DCYF\)](#)  
**To:** [Malahovsky, Maureen \(DCYF\)](#)  
**Subject:** RE: CCDF COVID-19 Waiver - REVIEW / SIGNATURE NEEDED  
**Date:** Tuesday, October 13, 2020 4:02:37 PM

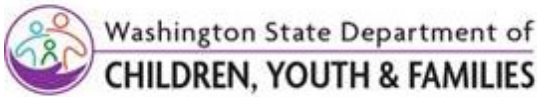
---

Thank you, Mo. I really appreciate your help. 😊

I'm doing good, staying busy. I hope you are doing good and have a wonderful evening!

Thanks again,  
Michelle

**Michelle Christiansen**  
**Administrative Assistant to Steven F. Grilli, Director**  
Division of Child Welfare Programs  
O. 360-902-7989 | C. 360-764-0370 | F. 360.902.7903  
1115 Washington St. SE, Olympia, WA 98504 | **Mailing** PO Box 40983, Olympia, WA 98504-0983



---

**From:** Malahovsky, Maureen (DCYF)  
**Sent:** Tuesday, October 13, 2020 3:59 PM  
**To:** Christiansen, Michelle (DCYF)  
**Subject:** RE: CCDF COVID-19 Waiver - REVIEW / SIGNATURE NEEDED

Well done Michelle! I made a few minor changes in formatting but it looks ready to go.

I hope you're doing well. 😊

---

**From:** Christiansen, Michelle (DCYF)  
**Sent:** Tuesday, October 13, 2020 3:46 PM  
**To:** Malahovsky, Maureen (DCYF) <[maureen.malahovsky@dcyf.wa.gov](mailto:maureen.malahovsky@dcyf.wa.gov)>  
**Subject:** FW: CCDF COVID-19 Waiver - REVIEW / SIGNATURE NEEDED

Good afternoon Mo,

If you have a few minutes, can you please take a look at the formatting in the attached letter? I would really appreciate another set of eyes looking at the document before I add Ross' electronic signature.

Thank you for your time,  
Michelle

**Michelle Christiansen**  
**Administrative Assistant to Steven F. Grilli, Director**

Division of Child Welfare Programs  
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1115 Washington St. SE, Olympia, WA 98504 | **Mailing** PO Box 40983, Olympia, WA 98504-0983



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

---

**From:** Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>  
**Sent:** Tuesday, October 13, 2020 11:15 AM  
**To:** Christiansen, Michelle (DCYF) <[michelle.christiansen@dcyf.wa.gov](mailto:michelle.christiansen@dcyf.wa.gov)>  
**Subject:** Re: CCDF COVID-19 Waiver - REVIEW / SIGNATURE NEEDED

Approved

Sent from my iPad

On Oct 13, 2020, at 10:46 AM, Christiansen, Michelle (DCYF)  
<[michelle.christiansen@dcyf.wa.gov](mailto:michelle.christiansen@dcyf.wa.gov)> wrote:

Good morning Ross,

Please find another COVID-19 waiver request for your review and approval. Matt's email below states why the second letter is needed.

If you approve, may I please use your electronic signature.

Thank you,  
Michelle

**Michelle Christiansen**

**Administrative Assistant to Steven F. Grilli, Director**

Division of Child Welfare Programs

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**Sent:** Tuesday, October 13, 2020 9:24 AM  
**To:** Johnston, Kari (DCYF) <[kari.johnston@dcyf.wa.gov](mailto:kari.johnston@dcyf.wa.gov)>; Christiansen, Michelle (DCYF) <[michelle.christiansen@dcyf.wa.gov](mailto:michelle.christiansen@dcyf.wa.gov)>  
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Thanks,

**Matt Judge | Child Care Administrator | C. 360-522-3241**

Eligibility and Provider Supports Division

**From:** [Christiansen, Michelle \(DCYF\)](#)  
**To:** [Johnston, Kari \(DCYF\)](#)  
**Subject:** FW: CCDF COVID-19 Waiver - REVIEW / SIGNATURE NEEDED  
**Date:** Tuesday, October 13, 2020 1:43:03 PM  
**Attachments:** [CCDF Waiver Letter IV FFN Ongoing Training.docx](#)

---

I forgot to cc you when I sent the draft letter to Ross.

**Michelle Christiansen**

**Administrative Assistant to Steven F. Grilli, Director**

Division of Child Welfare Programs

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

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**Sent:** Tuesday, October 13, 2020 11:15 AM  
**To:** Christiansen, Michelle (DCYF)  
**Subject:** Re: CCDF COVID-19 Waiver - REVIEW / SIGNATURE NEEDED

Approved

Sent from my iPad

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**Matt Judge | Child Care Administrator | C. 360-522-3241**  
Eligibility and Provider Supports Division



**From:** [Judge, Matt \(DCYF\)](#)  
**To:** [Christiansen, Michelle \(DCYF\)](#); [Johnston, Kari \(DCYF\)](#)  
**Cc:** [Jaramillo, Judy \(DCYF\)](#); [Hansen, Travis \(DCYF\)](#)  
**Subject:** RE: CCDF COVID-19 Waiver  
**Date:** Tuesday, October 13, 2020 10:23:15 AM

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Thank you!

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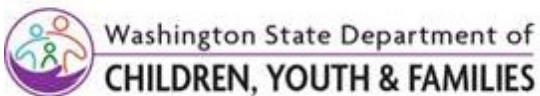
**From:** Christiansen, Michelle (DCYF)  
**Sent:** Tuesday, October 13, 2020 10:21 AM  
**To:** Judge, Matt (DCYF) ; Johnston, Kari (DCYF)  
**Cc:** Jaramillo, Judy (DCYF) ; Hansen, Travis (DCYF)  
**Subject:** RE: CCDF COVID-19 Waiver

Good morning Matt,

Happy to assist you with this in Kari's absence. I'll send you the signed letter as soon as Ross has a chance to review/approve.

Thank you,  
Michelle

**Michelle Christiansen**  
**Administrative Assistant to Steven F. Grilli, Director**  
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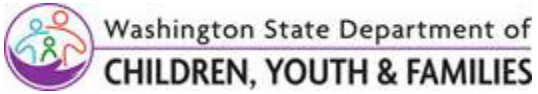
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Thanks,

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Eligibility and Provider Supports Division



**From:** [Judge, Matt \(DCYF\)](#)  
**To:** ["ambra.mavis@alaska.gov"](mailto:ambra.mavis@alaska.gov)  
**Subject:** RE: Waiver of Co-pays  
**Date:** Wednesday, September 16, 2020 4:06:56 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

Hi Ambra, see below.

---

**From:** Mavis, Ambra J (HSS)  
**Sent:** Tuesday, September 15, 2020 5:49 PM  
**To:** Judge, Matt (DCYF)  
**Subject:** Waiver of Co-pays

Good Afternoon Matt,

I wanted to reach out to you because I had made a note during our 9/2/20 Region X Administrator's Meeting that your state has waived family co-pays. I wanted to see if I could pick your brain about that. I have a lot of thoughts/questions around how to do this, such as:

- Were family co-pays paid by the state to providers at the same time the state paid the child care providers? Were providers then expected to reimburse or credit families? **In WA collection of the copay is strictly between the provider and the family. Normally we reduce the provider's authorized payment by the amount of the copay, so for the period we were waiving copays we just paid the provider what they billed for care plus what the family would normally pay in one check. So there was no need to reimburse families. We start off families at a \$0 copay for the first couple of months anyway so in a sense copay waiver looked a lot like that and providers are used to it.**
- Were family authorizations adjusted/re-issued to include a \$0 co-pay going forward and the providers were notified to bill the state for the co-pays? **All the changes were "behind the scenes" – we adjusted the authorizations to reflect that the copay would not be deducted from the provider pay.**
- Did your state reimburse families by making payments directly to the families? If so, how was this done? **No, families were simply not required to pay the copay to the provider as they usually do and the provider got the copay amount in their payment from the state.**
- Were co-pays paid for all families, or were there some specific requirements for a family to be eligible for a waiver of co-pay? **Copays were waived for all families receiving subsidies, no special requirements.**
- What kind of preparation went into waiving co-pays and how did you implement? **We needed a governor's proclamation to allow us to ignore our usual administrative rule regarding copays, and of course we needed a CCDF COVID-19 waiver. Systems wise, we implemented the change in our Barcode eligibility system which authorizes payment to the provider, and in our Social Services Payment System that sends providers their sample invoices they bill the state for services with, and then pays them. Eligibility staff needed training on the change in Barcode of course.**
- What issues did you anticipate and/or prevent beforehand? For example, if we were to pay

family co-pays during the monthly provider payment process by paying the family co-pays to the providers, there is no way to guarantee that providers are going to reimburse or credit families that money. I can foresee a lot of issues around this and families calling and reporting that their providers did not reimburse or credit their accounts and asking for help from the state. We would like to prevent this kind of situation. **The only issue our implementation could have faced was if providers had attempted to charge the families the copay. I don't recall any instance of that and I believe a provider would be subject to an overpayment in the instance a consumer reported this kind of thing happening.**

- How to prevent negative impacts to staff workload and resources as much as possible. Alaska completed, what was called *Capacity Building Funding Payments* to providers March through June. This was a large strain on staff workloads, resources, among other things. There was also a lot of confusion caused, unintentionally which added to the strain. However we can streamline and use those things that worked well for other states is the kind of information we would be interested in. **It sounds like Alaska's copay system might be a little more complicated when trying to waive copays across the board, I'm not sure. I think for us what made it easy on resources was just keeping everything behind the scenes as much as possible. Even then we were scrambling with IT system changes. Once you get into getting money to/from multiple outside parties and standing up new processes things get unwieldy fast. I don't know if this will be applicable to you, but we've also encountered situations in the past where our own program integrity rules were creating a standard we couldn't live up to in certain situations, so we had to take a hard look at cost/benefit – maybe that's a piece of the copay forgiveness puzzle for you, I don't know.**

Thank you in advance.

Ambra Mavis  
Program Coordinator II  
Child Care Program Office  
Phone (907) 269-3417  
Fax (907) 269-4536



***Mission: "We support families in accessing quality child care."***

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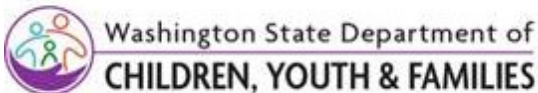
**From:** [Parvin, Chris \(DCYF\)](#)  
**To:** [Judge, Matt \(DCYF\)](#)  
**Subject:** RE: ACTION | Assignment for Strategic Leadership Team | Service Delivery Modifications due to COVID-19 | Due 8/28/2020  
**Date:** Wednesday, August 19, 2020 10:54:26 AM

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Thank you! I forgot about the federal NDOB allowance.

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division  
Office 360-407-5501 | Cell 360-890-0464



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**From:** Judge, Matt (DCYF)  
**Sent:** Wednesday, August 19, 2020 10:47 AM  
**To:** Parvin, Chris (DCYF)  
**Subject:** RE: ACTION | Assignment for Strategic Leadership Team | Service Delivery Modifications due to COVID-19 | Due 8/28/2020

So in addition to the waiver through 10/1/20 of the prospective staff requirement, we did submit and got approved a CCDF COVID-19 waiver of fingerprint elements to support NDOB only. I made a small edit to account for that. Attached is the waiver request I sent in – ACF's approval letter doesn't give you any context but they did approve it.

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**From:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>  
**Sent:** Wednesday, August 19, 2020 10:39 AM  
**To:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>  
**Cc:** Russell, Amy (DCYF) <[amy.russell@dcyf.wa.gov](mailto:amy.russell@dcyf.wa.gov)>  
**Subject:** FW: ACTION | Assignment for Strategic Leadership Team | Service Delivery Modifications due to COVID-19 | Due 8/28/2020

Hi Matt,

Left you off, but please fact check me!

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division  
Office 360-407-5501 | Cell 360-890-0464



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**From:** Parvin, Chris (DCYF)

**Sent:** Wednesday, August 19, 2020 10:34 AM

**To:** Russell, Amy (DCYF) <[amy.russell@dcyf.wa.gov](mailto:amy.russell@dcyf.wa.gov)>

**Subject:** RE: ACTION | Assignment for Strategic Leadership Team | Service Delivery Modifications due to COVID-19 | Due 8/28/2020

Hi Amy,

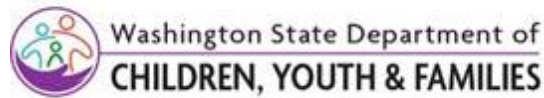
Not sure if background checks will be included, but this is my two cents.

Chris

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division

Office 360-407-5501 | Cell 360-890-0464



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**From:** Russell, Amy (DCYF) <[amy.russell@dcyf.wa.gov](mailto:amy.russell@dcyf.wa.gov)>

**Sent:** Wednesday, August 19, 2020 8:32 AM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>; Abrams, Angela (DCYF) <[angela.abrams@dcyf.wa.gov](mailto:angela.abrams@dcyf.wa.gov)>; Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>; Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Brown-Kendall, Rachael (DCYF) <[rachael.brown-kendall@dcyf.wa.gov](mailto:rachael.brown-kendall@dcyf.wa.gov)>

**Cc:** Zlock, Sedra (DCYF) <[sedra.zlock@dcyf.wa.gov](mailto:sedra.zlock@dcyf.wa.gov)>

**Subject:** RE: ACTION | Assignment for Strategic Leadership Team | Service Delivery Modifications due to COVID-19 | Due 8/28/2020

All,

I know many of you are out next week, which is the deadline to submit our briefing of service delivery modifications to the SLT and Ross.

I'm pulling us together this morning to determine what we include and how we frame it so that I can collect and format our the information.

Thanks,

Amy

**Amy Russell | Business Operations Administrator**

**Eligibility and Provider Supports Division**

Office 360.407.3690 | Cell 360.890.6028

Republic Building, 505 Union Ave SE, Suite 250 | P.O. Box 40970 | Olympia WA 98504-0970



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**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Thursday, August 13, 2020 2:45 PM

**To:** Russell, Amy (DCYF) <[amy.russell@dcyf.wa.gov](mailto:amy.russell@dcyf.wa.gov)>; Abrams, Angela (DCYF) <[angela.abrams@dcyf.wa.gov](mailto:angela.abrams@dcyf.wa.gov)>; Ramynke, Jason (DCYF) <[jason.ramynke@dcyf.wa.gov](mailto:jason.ramynke@dcyf.wa.gov)>; Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Brown-Kendall, Rachael (DCYF) <[rachael.brown-kendall@dcyf.wa.gov](mailto:rachael.brown-kendall@dcyf.wa.gov)>

**Cc:** Zlock, Sedra (DCYF) <[sedra.zlock@dcyf.wa.gov](mailto:sedra.zlock@dcyf.wa.gov)>

**Subject:** FW: ACTION | Assignment for Strategic Leadership Team | Service Delivery Modifications due to COVID-19 | Due 8/28/2020

**Importance:** High

Hi All –

I will need your assistance with this. I think the main focus is on child care subsidy policies, but I want to get clarification. I think we should also be prepared to address Early Achievers and background checks. Early Achievers in particular as that is contracted. Angela –I think we are ok with PD, but perhaps we outline the move to online training, and may need to address what is happening with scholarships.

Let's discuss at our management meeting next week, then assign a lead to bring all of this together.

Best,

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports  
Department of Children, Youth, and Families

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | ☎ (360)407-3697 | Cell (360) 333-9802



Washington State Department of  
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**From:** Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>

**Sent:** Wednesday, August 12, 2020 1:29 PM

**To:** DCYF DL Strategic Leadership Team <[dcyfdlslt@dcyf.wa.gov](mailto:dcyfdlslt@dcyf.wa.gov)>

**Cc:** DCYF DL Strategic Leadership Team Assistants  
<[dcyfdlstrategicleadershipteamassistants@dcyf.wa.gov](mailto:dcyfdlstrategicleadershipteamassistants@dcyf.wa.gov)>

**Subject:** ACTION | Assignment for Strategic Leadership Team | Service Delivery Modifications due to COVID-19 | Due 8/28/2020

**Importance:** High

As many of you know, we made several adjustments to our service delivery contracts at the outset of the COVID pandemic and have continued to provide some modified services over the past several months with guidance from both the CDC and Department of Health and in coordination with OFM. We made decisions that greatly increased flexibility for providers as a tactic to help keep them in business as we responded to the pandemic. In preparation for the upcoming legislative session and the budget challenges we face, we need to review the decisions made and evaluate whether we should continue the service delivery modifications and also determine whether we have legal authority to continue them, should we find it necessary to do so.

As the Governor's office and the Legislature begin making difficult budget decisions, they will be paying close attention to every dollar they allocated for services and whether we received those services. We are at risk of losing funding if we pay for services that we are not receiving.

**As we move forward, we need plans for getting back to actual service delivery and will only be able to make payments for the services we receive.** This will be unpopular, but it is essential in not only protecting our limited resources, but maximizing them to ensure we are providing those we serve with as many services as possible.

This is where we need your help.

**ASSIGNMENT:**

For each of the listed service areas/contracts/payments (below), please provide a one-page (or less) briefing that addresses the following:

1. Modifications made at the beginning of the pandemic to service requirements and payment approach, if any. Please identify if changes were/are supported by Federal or State policy directives/waivers or if they were executed administratively by DCYF.
2. What current authority (regulation or proclamation) precludes the program from delivering services as originally designed OR supports the services continuing to be delivered in an alternate way.
3. Plans to return to full service delivery or plans to adjust contracts to ensure DCYF is only paying for services being delivered.



**List of service areas/contracts/payments that have been modified due to COVID-19:**

- Child Care (Nicole)
- ESIT (Judy)
- Home Visiting (Judy)
- ECLIPSE (Judy)
- ECEAP (Kelli)
- JR Parole Contracted Services (Rebecca)
- JR Residential Contracted Services (Rebecca)
- Visitation (Steve)
- Combined In-Home Services (Steve)
- **Any others we have missed?**

Please send completed assignments to Frank, Jody and myself by COB on 08/28/20. We will review in preparation for a larger SLT discussion during our meeting on 09/09/20.

Please do not hesitate to reach out with any questions.

Thank you in advance!

**Ross Hunter | Secretary**

[Department of Children, Youth, and Families](#)

Office 360-407-7909 | Cell 360-515-8972

Pronouns: he/him/his

**From:** [Rose, Nicole \(DCYF\)](#)  
**To:** [Moretti, Carmena \(DCYF\)](#)  
**Subject:** Please print for Spokane folder  
**Date:** Wednesday, August 7, 2019 3:29:18 PM  
**Attachments:** [Letter requesting Background Check waiver extensions.msg](#)

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Nicole

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

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[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | ☎ (360)407-3697 | Cell (360) 333-9802



Washington State Department of  
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**From:** [Judge, Matt \(DCYF\)](#)  
**To:** [Rose, Nicole \(DCYF\)](#); [Parvin, Chris \(DCYF\)](#)  
**Subject:** Re: Letter requesting Background Check waiver extensions  
**Date:** Wednesday, August 7, 2019 12:57:58 AM  
**Attachments:** [image007.png](#)

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Yep, posted. Will get it to Carmena next time.

Matt Judge | Child Care Administrator | C. 360-522-3241  
Eligibility and Provider Supports Division

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**From:** Rose, Nicole (DCYF)  
**Sent:** Tuesday, August 6, 2019 8:10:21 AM  
**To:** Parvin, Chris (DCYF); Judge, Matt (DCYF)  
**Subject:** RE: Letter requesting Background Check waiver extensions  
Sorry I missed this. It looks great. Assume you have posted. In the future if you copy Carmena she can help me track and make sure I review in time 😊

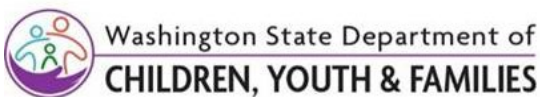
**Nicole**

Nicole Rose  
Director of Eligibility and Provider Supports  
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**From:** Parvin, Chris (DCYF)  
**Sent:** Friday, July 26, 2019 10:50 AM  
**To:** Judge, Matt (DCYF) ; Rose, Nicole (DCYF)  
**Subject:** RE: Letter requesting Background Check waiver extensions  
You're right, it's always been there. Just didn't know if you needed more ammunition to show how children will still be safe renewing the waiver for interstate with this requirement. Perhaps have it in your back pocket if it opens to a discussion and you can sprinkle that on top.  
**Chris Parvin | Provider Supports Administrator**  
Eligibility and Provider Supports Division  
Office 360-407-5501 | Cell 360-890-0464  
Physical Address | Mailing address



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**From:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>  
**Sent:** Friday, July 26, 2019 10:47 AM  
**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Rose, Nicole (DCYF)

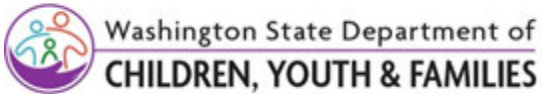
<[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Subject:** Re: Letter requesting Background Check waiver extensions

Great! It looks like that language you're citing was there at least substantively before 10/1/18, but maybe I'm missing something.

**Matt Judge | Child Care Administrator | C. 360-522-3241**

Eligibility and Provider Supports Division



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**From:** Parvin, Chris (DCYF)

**Sent:** Friday, July 26, 2019 10:38:08 AM

**To:** Judge, Matt (DCYF); Rose, Nicole (DCYF)

**Subject:** RE: Letter requesting Background Check waiver extensions

This looks great Matt and I don't have any edits. I was thinking about our requirement in WAC 110-06-0040 to disclose any prior pending criminal charge, conviction or negative action as shown below in item 3 of that WAC. Not sure if it's worth mentioning as a strength in absence of the interstate components. Either way it looks great!

(3) Each subject individual completing the DCYF background check process must disclose:

- (a) Whether he or she has been convicted of any crime;
- (b) Whether he or she has any pending criminal charges; and
- (c) Whether he or she has been subject to any negative action, as defined by WAC [110-06-](#)

[0020](#).

**Chris Parvin | Provider Supports Administrator**

Eligibility and Provider Supports Division

Office 360-407-5501 | Cell 360-890-0464

Physical Address | Mailing address



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**From:** Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>

**Sent:** Friday, July 26, 2019 10:15 AM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>; Parvin, Chris (DCYF)

<[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** Letter requesting Background Check waiver extensions

Hi there,

Attached is a draft of a letter requesting our waiver extensions -- thought you should review before I post it to the CCDF Plan database per their instructions, which I'll need to do by Wednesday next week since I'll be on leave through the due date.

The letter looks like more material than it really is because I wanted to follow OCC's requested format, which mirrors the original waiver request form in the CCDF plan database, to a tee -- so there's lots of repeated information. The critical parts are sections (2) and (4) of each roman numeral section -- Chris, I'm looking for your okay on those.

After your okay I'll review for typos, sign, PDF, and upload.

**Matt Judge | Child Care Administrator | C. 360-522-3241**

Eligibility and Provider Supports Division



Washington State Department of  
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**From:** [Anderson, Lori \(DCYF\)](#)  
**To:** [Stewart, Deanna \(DCYF\)](#)  
**Subject:** RE: Background Rules  
**Date:** Friday, May 31, 2019 11:25:55 AM  
**Attachments:** [draft background check rules.docx](#)  
**Importance:** High

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Hi Deanna –

After talking with providers yesterday, we made one change to the rule language that we want to project during the ELAC meeting. The revised document is attached.

Lori Anderson

Rules & Policies Unit

Department of Children, Youth, and Families

P. O. Box 40975

Olympia, WA 98504-0975

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

(360) 725-4670

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**From:** Stewart, Deanna (DCYF)

**Sent:** Thursday, May 30, 2019 11:53 AM

**To:** Anderson, Lori (DCYF)

**Subject:** RE: Background Rules

You are too sweet! But it's funny you say "well-oiled machine", that is what I say to my team when we discuss future state. Great minds think alike! ☺

Deanna Stewart

Community Engagement Administrator

Office of Government Affairs and Community Engagement

**Washington State Department of Children, Youth, and Families**

C: 360.819.0655 | [deanna.stewart@dcyf.wa.gov](mailto:deanna.stewart@dcyf.wa.gov)

---

**From:** Anderson, Lori (DCYF)

**Sent:** Wednesday, May 29, 2019 4:47 PM

**To:** Stewart, Deanna (DCYF) <[deanna.stewart@dcyf.wa.gov](mailto:deanna.stewart@dcyf.wa.gov)>

**Subject:** RE: Background Rules

No confusion ... it is clear that you are asking for stuff that is used in different phases of meeting prep. I'm just going to keep it simple and repurpose. Your prep is like a well-oiled machine.

Lori

---

**From:** Stewart, Deanna (DCYF) <[deanna.stewart@dcyf.wa.gov](mailto:deanna.stewart@dcyf.wa.gov)>

**Sent:** Wednesday, May 29, 2019 4:35 PM

**To:** Anderson, Lori (DCYF) <[lori.anderson@dcyf.wa.gov](mailto:lori.anderson@dcyf.wa.gov)>

**Subject:** RE: Background Rules

So sorry for the confusion Lori. I will make sure we send the prep handout and yes, we can project the word doc instead of having it on a PPT slide.

Thank you!

Deanna Stewart

Community Engagement Administrator

Office of Government Affairs and Community Engagement

**Washington State Department of Children, Youth, and Families**

C: 360.819.0655 | [deanna.stewart@dcyf.wa.gov](mailto:deanna.stewart@dcyf.wa.gov)

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**From:** Anderson, Lori (DCYF)

**Sent:** Wednesday, May 29, 2019 1:55 PM

**To:** Stewart, Deanna (DCYF) <[deanna.stewart@dcyf.wa.gov](mailto:deanna.stewart@dcyf.wa.gov)>

**Subject:** RE: Background Rules

Hi Deanna –

I suppose you could the attachment for prep. It's one of the handouts I sent last week and it explains why we need to change the background check rules. During the meeting, we'd like to display the draft rule language that was the other handout I sent last week. Do you need it in a PowerPoint or can the Word document be used?

We're going to ask them if they think the rule language can proceed as follows. FYI – I think they will think the language is fine. They will not like the new requirement that employees have to submit to a background check and be cleared before they can begin work.

Lori Anderson

Rules & Policies Unit

Department of Children, Youth, and Families

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Olympia, WA 98504-0975

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(360) 725-4670

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**From:** Stewart, Deanna (DCYF) <[deanna.stewart@dcyf.wa.gov](mailto:deanna.stewart@dcyf.wa.gov)>

**Sent:** Wednesday, May 29, 2019 1:38 PM

**To:** Anderson, Lori (DCYF) <[lori.anderson@dcyf.wa.gov](mailto:lori.anderson@dcyf.wa.gov)>

**Subject:** RE: Background Rules

**Importance:** High

Hi Lori,

We are sending out our prep email to ELAC today. Did you want us to send them anything so they can look it over prior to the meeting? It is usually helpful to have attendees review things before so they don't have to take any additional time during. Also, what are your specific asks of the members for feedback?

We will also need any handouts and PPT by noon this Friday so we can print material packets. Let me know if you have any questions.

Thanks,

Deanna Stewart

Community Engagement Administrator

Office of Government Affairs and Community Engagement

**Washington State Department of Children, Youth, and Families**

C: 360.819.0655 | [deanna.stewart@dcyf.wa.gov](mailto:deanna.stewart@dcyf.wa.gov)

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**From:** Anderson, Lori (DCYF)

**Sent:** Wednesday, May 22, 2019 3:45 PM

**To:** Stewart, Deanna (DCYF) <[deanna.stewart@dcyf.wa.gov](mailto:deanna.stewart@dcyf.wa.gov)>

**Subject:** RE: Background Rules

Hi Deanna -

The agenda item looks good.

Those three groups – SEIU, Centers Assn, and ECEAP Assn – have had the drafts for a couple of weeks now. They're supposed to send me feedback today. Right now, our plan is to meet with them

May 30 to discuss that feedback. Once I see what their feedback is, I'll come back to you if I think a prep session with all of ELAC would be beneficial.

Lori Anderson

Rules & Policies Unit

Department of Children, Youth, and Families

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Olympia, WA 98504-0975

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(360) 725-4670

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**From:** Stewart, Deanna (DCYF) <[deanna.stewart@dcyf.wa.gov](mailto:deanna.stewart@dcyf.wa.gov)>

**Sent:** Tuesday, May 21, 2019 9:29 PM

**To:** Anderson, Lori (DCYF) <[lori.anderson@dcyf.wa.gov](mailto:lori.anderson@dcyf.wa.gov)>

**Subject:** RE: Background Rules

Sounds good, Lori. We could definitely offer the webinar to the members in prep for the June 4 meeting. Let me know if that works for you all and then the details if so.

Below is the timing for ELAC and the draft topic description. This agenda will be finalized by COB tomorrow, 5/22. Please let me know if you have any edits prior to that.

10:00-11:00	<b>Background Checks</b> <u>Description:</u> Members will receive information and provide input on changes to background check rules.
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Thank you!

Deanna Stewart

Community Engagement Administrator

Office of Government Affairs and Community Engagement

**Washington State Department of Children, Youth, and Families**

C: 360.819.0655 | [deanna.stewart@dcyf.wa.gov](mailto:deanna.stewart@dcyf.wa.gov)

---

**From:** Anderson, Lori (DCYF)

**Sent:** Tuesday, May 21, 2019 11:31 AM

**To:** Stewart, Deanna (DCYF) <[deanna.stewart@dcyf.wa.gov](mailto:deanna.stewart@dcyf.wa.gov)>

**Subject:** RE: Background Rules

Hi Deanna –

Attached are handouts for the June ELAC meeting – background info about why we are amending the rules and the draft amendments. We don't really have questions other than do they like the changes. We did schedule a May 30 webinar that could result in changes to the attached drafts.

Lori Anderson

Rules & Policies Unit

Department of Children, Youth, and Families

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Olympia, WA 98504-0975

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

(360) 725-4670

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**From:** Stewart, Deanna (DCYF) <[deanna.stewart@dcyf.wa.gov](mailto:deanna.stewart@dcyf.wa.gov)>

**Sent:** Thursday, May 9, 2019 8:23 AM

**To:** Anderson, Lori (DCYF) <[lori.anderson@dcyf.wa.gov](mailto:lori.anderson@dcyf.wa.gov)>

**Subject:** Re: Background Rules



I saw your groups you're planning on giving the drafts to, however I would still recommend doing a webinar since WCCA does not represent all licensed centers and this has come up many times.

As for ELAC, I will hold 90 minutes until we get closer to finalizing and you've had a chance to talk with Matt about how he'd like the structure to go. He's been to ELAC many times and knows they expect an activity with questions. We will need any **handouts and questions being asked by May 22 and a PPT by May 29.**

In the meantime, let me know if you have any questions.

Deanna Stewart

---

On: 09 May 2019 08:00,

"Anderson, Lori (DCYF)" <[lori.anderson@dcyf.wa.gov](mailto:lori.anderson@dcyf.wa.gov)> wrote:

For sure a 30 min phone call. It might be elevated to a webinar - I'll talk to Matt about that today. I have 3 volunteer reps who agreed to share drafts with their family home, centers, and ECEAP communities. We'll meet with those reps before the ELAC mtg for a quick prenegotiation.

We can probably get by w/ 1 hour on your June 4 agenda if it hasn't been finalized yet. It's so hard to gauge the time we'll need!

Lori

---

**From:** Stewart, Deanna (DCYF)

**Sent:** Wednesday, May 8, 2019 11:12:21 PM

**To:** Anderson, Lori (DCYF)

**Subject:** RE: Background Rules

Sorry! Many moving parts right now. Will you be holding a webinar between May 13 and June 4 for more community input on these?

Deanna Stewart

Community Engagement Administrator

Office of Government Affairs and Community Engagement

**Washington State Department of Children, Youth, and Families**

C: 360.819.0655 | [deanna.stewart@dcyf.wa.gov](mailto:deanna.stewart@dcyf.wa.gov)

---

**From:** Anderson, Lori (DCYF)

**Sent:** Monday, May 6, 2019 8:43 AM

**To:** Stewart, Deanna (DCYF) <[deanna.stewart@dcyf.wa.gov](mailto:deanna.stewart@dcyf.wa.gov)>

**Subject:** RE: Background Rules

You told me, Deanna. We won't be ready by then. I've told centers, family homes, and Head Start/ECEAP that I would give them the draft language on May 13 and then we will have a pre-ELAC phone meeting with all three to share concerns and do some "light" negotiating.

Lori Anderson

Rules & Policies Unit

Department of Children, Youth, and Families

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Olympia, WA 98504-0975

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**From:** Stewart, Deanna (DCYF) <[deanna.stewart@dcyf.wa.gov](mailto:deanna.stewart@dcyf.wa.gov)>

**Sent:** Friday, May 3, 2019 3:41 PM

**To:** Anderson, Lori (DCYF) <[lori.anderson@dcyf.wa.gov](mailto:lori.anderson@dcyf.wa.gov)>

**Subject:** Background Rules

Hi Lori,

I forgot to mention that we also have a Licensed Center Advisory Subcommittee that might be more beneficial to present at. Their next meeting is May 14 in SeaTac. It's a full agenda but there is room to shift things around since this is an important topic for centers. The available timing would be between 10:30-1:30. Let me know if this would work for you and the team as soon as possible.

Thanks!

Deanna Stewart

Community Engagement Administrator

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Washington State Department of Children, Youth, and Families

C: [360.819.0655](tel:360.819.0655) | [deanna.stewart@dcyf.wa.gov](mailto:deanna.stewart@dcyf.wa.gov)

**From:** [Community Engagement \(DCYF\)](#)  
**To:** [Kerrigan, Erin \(DCYF\)](#); [Stewart, Deanna \(DCYF\)](#)  
**Cc:** [Community Engagement \(DCYF\)](#)  
**Subject:** Question about ELAC Material Document  
**Date:** Thursday, May 30, 2019 7:54:24 AM  
**Attachments:** [060419\\_ELAC\\_DRAFT\\_Background\\_Check\\_Rules.docx](#)

---

Hi Both,

I was wondering for the attached draft background check rules document, if I should leave it as is or accept track changes before printing and being included in the prep email?

Thank you!

Chelsea Thompson

Community Engagement Specialist

Department of Children, Youth, and Families

PO Box 40970/Olympia, WA 98504-0970

Cell: 360-522-6888

[chelsea.thompson@dcyf.wa.gov](mailto:chelsea.thompson@dcyf.wa.gov)

**From:** [Judge, Matt \(DCYF\)](#)  
**To:** [Anderson, Lori \(DCYF\)](#); [Parvin, Chris \(DCYF\)](#); ["wccajenn@gmail.com"](#); ["Laurel Webb"](#); [Katy Warren](#)  
**Cc:** [joel@wsaheadstarteap.com](#); [tbass@seiu925.org](#); [wachildcarecenters@gmail.com](#)  
**Subject:** Discuss feedback on DCYF Background Check Rulemaking  
**Attachments:** [Draft background check rules feedback.pdf](#)

---

-- Do not delete or change any of the following text. --

**RCW 42.56.420(4)**

Meeting number (access code) **RCW 42.56.420(4)**  
Meeting password **RCW 42.56.420(4)**

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**From:** [Robertson, Amy \(DCYF\)](#)  
**To:** [Parvin, Chris \(DCYF\)](#)  
**Cc:** [DeCoteau, Janelle \(DCYF\)](#); [Vincent, Kerrianne \(DCYF\)](#)  
**Subject:** FW: DEL background check rules  
**Date:** Wednesday, May 29, 2019 7:37:00 AM  
**Attachments:** [Draft background check rules feedback.pdf](#)

---

No, since we removed the provider requirement in MERIT 2 years ago anyone can start an application at any time if they have a MERIT account. That is how it was when the applicant was attached to a provider and the provider was cc'd on the email communications that you spoke at that meeting a week ago that was "turned off" and you are going to "turn back on".

Thanks,

Amy Robertson

Background Check Unit Lead, Operations Analyst

Department of Children, Youth, and Families

PO Box 40971

Olympia, WA 98504-0971

(360) 742-8261

[amy.robertson@dcyf.wa.gov](mailto:amy.robertson@dcyf.wa.gov)

---

**From:** Parvin, Chris (DCYF)

**Sent:** Wednesday, May 29, 2019 7:11 AM

**To:** DeCoteau, Janelle (DCYF) ; Vincent, Kerrianne (DCYF) ; Robertson, Amy (DCYF)

**Subject:** FW: DEL background check rules

Passing this along to discuss in the near future. This is feedback to rule-making/changes to WAC because of CCDF. Is it true an applicant cannot start the background check until attached to a provider?

**Chris Parvin**

Provider Supports Administrator

Department of Children, Youth, and Families

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[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)

---

**From:** Anderson, Lori (DCYF) <[lori.anderson@dcyf.wa.gov](mailto:lori.anderson@dcyf.wa.gov)>

**Sent:** Friday, May 24, 2019 4:34 PM

**To:** Laurel Webb <[lwebb@seiu925.org](mailto:lwebb@seiu925.org)>; Jenn WCCA <[wccajenn@gmail.com](mailto:wccajenn@gmail.com)>; Katy Warren <[katy@wsaheadstarteceap.com](mailto:katy@wsaheadstarteceap.com)>

**Cc:** Tyler Bass <[tbass@seiu925.org](mailto:tbass@seiu925.org)>; Joel Ryan <[joel@wsaheadstarteceap.com](mailto:joel@wsaheadstarteceap.com)>; Judge, Matt (DCYF) <[matt.judge@dcyf.wa.gov](mailto:matt.judge@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** DEL background check rules

Hello all,

Attached are the consolidated concerns and suggested revisions submitted by Laurel and Jenn.

Katie, if you have any to add, send them to me before the end of day Tuesday.

We'll display the attachment during Thursday's webinar while we discuss the concerns, attempt to answer the questions, and review the suggested revision.

Have a good weekend,

Lori Anderson

Rules & Policies Unit

Department of Children, Youth, and Families

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(360) 725-4670

**From:** [Community Engagement \(DCYF\)](#)  
**To:** [Kerrigan, Erin \(DCYF\)](#); [Stewart, Deanna \(DCYF\)](#)  
**Cc:** [Community Engagement \(DCYF\)](#)  
**Subject:** DRAFT: June 4 ELAC Prep/Materials Email  
**Date:** Tuesday, May 28, 2019 8:28:13 AM  
**Attachments:** [060419\\_ELAC\\_Meeting\\_Agenda.pdf](#)  
[060419\\_ELAC\\_DRAFT\\_Background\\_Check\\_Rules.docx](#)  
[060419\\_ELAC\\_Provider\\_Update.docx](#)

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Good morning,

I hope you both had an awesome weekend. I've drafted the ELAC prep email below and attached the final agenda and the two background check documents I found in the materials folder. I have also attached some verbiage at the very bottom for the prep/materials email that will go out to LCAS members. Please let me know what you think and of any additions/edits.

Thanks!

Chelsea Thompson

Community Engagement Specialist

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[chelsea.thompson@dcyf.wa.gov](mailto:chelsea.thompson@dcyf.wa.gov)

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**Subject: FOR REVIEW: June 4 ELAC Meeting Materials**

Greetings, ELAC Members and Regional Advisors.

We hope this email finds you well. Our next meeting will be on **Tuesday, June 4, 2019** from **9:00am – 4:00pm** at the DoubleTree Suites by Hilton Seattle Airport/Southcenter ([16500 Southcenter Parkway, Seattle, WA 98188](#)). Please see the meeting materials below.

Topic	Meeting Materials	Action Items
<b>Welcome</b>	• Agenda (attached)	Please review.
<b>ECEAP Requests Feedback</b>		Questions to be discussed during the meeting:
<b>Background Checks</b>	• Draft Background Check Rules document (attached) • Provider Update document (attached)	Please review and be prepared to ask any questions.
<b>Preschool Development Grant</b>	•	Questions to be discussed during the meeting:
<b>Policy Development and Review</b>	•	Please be prepared to ask any questions of the updates provided.
<b>Secretary's List of Disqualifying Crime's – Part 3</b>	•	Questions to be discussed during the meeting: •
<b>Feedback Loop and Q &amp; A on State Agency/Partner</b>		Please review and be prepared to ask any questions of the updates provided.

<b>and Regional Coalition Update</b>		
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Please feel free to contact us with any questions at [dcyf.communityengagement@dcyf.wa.gov](mailto:dcyf.communityengagement@dcyf.wa.gov).

Sincerely,

Deanna Stewart

Community Engagement Administrator

Office of Government Affairs and Community Engagement

**Washington State Department of Children, Youth, and Families**

C: 360.819.0655 | [deanna.stewart@dcyf.wa.gov](mailto:deanna.stewart@dcyf.wa.gov)

**Subject: FW: FOR REVIEW: June 4 ELAC Meeting Materials**

Greetings, Licensed Center Advisory Subcommittee Members.

We hope this email finds you well. As a reminder, you are invited to the next ELAC meeting taking place **June 4, 2019** from **9:00am – 4:00pm** at the DoubleTree Suites by Hilton Seattle Airport/Southcenter ([16500 Southcenter Parkway, Seattle, WA 98188](https://www.hilton.com/en/southcenter-parkway-seattle-wa-98188)). Please see the meeting materials below.

Topic	Meeting Materials	Action Items
<b>Welcome</b>	• Agenda (attached)	Please review.
<b>ECEAP Requests Feedback</b>		Questions to be discussed during the meeting:
<b>Background Checks</b>	• Draft Background Check Rules document (attached) • Provider Update document (attached)	Please review and be prepared to ask any questions.
<b>Preschool Development Grant</b>	•	Questions to be discussed during the meeting:
<b>Policy Development and Review</b>	•	Please be prepared to ask any questions of the updates provided.
<b>Secretary's List of Disqualifying Crime's – Part 3</b>	•	Questions to be discussed during the meeting: •
<b>Feedback Loop and Q &amp; A on State Agency/Partner and Regional Coalition Update</b>		Please review and be prepared to ask any questions of the updates provided.

Please feel free to contact us with any questions at [dcyf.communityengagement@dcyf.wa.gov](mailto:dcyf.communityengagement@dcyf.wa.gov).

Sincerely,

Deanna Stewart

Community Engagement Administrator

Office of Government Affairs and Community Engagement

**Washington State Department of Children, Youth, and Families**



C: 360.819.0655 | [deanna.stewart@dcyf.wa.gov](mailto:deanna.stewart@dcyf.wa.gov)

**From:** [Rose, Nicole \(DEL\)](#)  
**To:** [Parvin, Chris \(DCYF\)](#)  
**Subject:** RE: LCAS Meeting Feedback  
**Date:** Thursday, May 23, 2019 5:46:42 PM  
**Attachments:** [RE Here is the background check WAC for child care and early learning.msg](#)

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All in all – good feedback! Nicely done. Attached is info I got from Travis about the requirements. I am sure Matt has more to add about the waiver. We can't all know everything – it is ok to say I need to look into that ☺

Have a great weekend!

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

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---

**From:** Parvin, Chris (DCYF)  
**Sent:** Thursday, May 23, 2019 5:36 PM  
**To:** Rose, Nicole (DEL)  
**Subject:** Fwd: LCAS Meeting Feedback

Good feedback. There's a comment about my inability to answer or know about the ability to have staff work supervised while background check is pending. I shared CCDF requires the background check to be completed before work and the waiver we have through October I wasn't sure if they could work supervised until June. I know we are not compliant with current providers who never printed, but will circle back with Matt to make sure and answer what is in place now and effective in October. This is a good reminder that I find out what was communicated prior to DCYF about the CCDF requirements effective 2018 and also 2019.

**Chris Parvin**

Provider Supports Administrator

Department of Children, Youth, and Families

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[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)

---

**From:** "Kerrigan, Erin (DCYF)" <[erin.kerrigan@dcyf.wa.gov](mailto:erin.kerrigan@dcyf.wa.gov)>  
**Subject:** LCAS Meeting Feedback  
**Date:** 23 May 2019 17:22  
**To:** "Parvin, Chris (DCYF)" <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

Hi Chris,

Thank you so much for coming to present to the LCAS group last week - it was very much appreciated. I'm sending over the reflection responses from the meeting survey for your review.

Please review the input and let me know if you have any questions, and if you see a comment, question or concern that you can provide clarity or information on, I would be happy to pass it along to the group. I'll follow up with you before the next LCAS meeting to request an update to share with members for the feedback loop, if one is available. If you have anything you'd like to touch base on in the meantime, please don't hesitate to reach out!

**Erin Dillon Kerrigan**

Community Engagement Manager

Office of Government Affairs and Community Engagement

Department of Children, Youth and Families

cell: 360.791.2247

[erin.kerrigan@dcyf.wa.gov](mailto:erin.kerrigan@dcyf.wa.gov)

**From:** [Laurel Webb](#)  
**To:** [Anderson, Lori \(DCYF\)](#)  
**Subject:** RE: draft background check rules  
**Date:** Wednesday, May 22, 2019 3:44:12 PM  
**Attachments:** [Draft background check rules feedback - from L. Webb.xlsx](#)

---

Hi Lori,

Please find the spreadsheet attached with my limited feedback (one of which is essentially – “we should discuss this”).

Talk to you Thursday!

Laurel R. Webb

General Counsel

SEIU Local 925

Office: 206-322-3010, ext. 312

Cell: 206-536-5464

---

**From:** Anderson, Lori (DCYF)  
**Sent:** Thursday, May 9, 2019 12:41 PM  
**To:** Jenn WCCA ; Katy Warren ; Laurel Webb  
**Cc:** Joel Ryan ; Tyler Bass  
**Subject:** draft background check rules

Hello all,

As promised, attached are the draft background check rules (WACs 110-16-0040 and 110-16-0041), an Excel worksheet that you will use to provide feedback to me, and the provider update sent earlier to explain the federal requirements that are driving the rule changes.

Please review the draft rules with your community and then complete and submit the attached worksheet to me by the end of Wednesday, May 22. I will return a consolidated worksheet to you on May 24.

I am scheduling a pre-negotiation meeting for you, Chris Parvin and Matt Judge, DCYF’s Background Check Administrator and CCDF Administrator, respectively, to discuss feedback and see if any concerns can be resolved before the ELAC meeting. Available meeting times are:

Wednesday, May 29 1, 2, or 3 PM

Thursday, May 30 9 AM or 1, 2, or 3 PM

We’ll meet via WebEx and reserve an hour, but I expect that we’ll be done in 45 minutes or less.

Your action items are:

1. Let me know by the end of the day tomorrow which of the May 29 or 30 meeting times work best for you, and
2. Share the attached draft rules with your community, collect their feedback, and complete and return to me the attached Excel worksheet by the end of Wednesday, May 22.

Thank you!

Lori Anderson

Rules & Policies Unit

Department of Children, Youth, and Families

P. O. Box 40975

Olympia, WA 98504-0975

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**From:** [Rose, Nicole \(DEL\)](#)  
**To:** [Heddin, Jenny \(DCYF\)](#)  
**Subject:** FW: DCYF Background Check Process  
**Date:** Tuesday, May 21, 2019 5:05:40 PM

---

See below.

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports  
Department of Children, Youth, and Families  
P.O. Box 40970 | 505 Union Ave SE, Suite #250  
Olympia WA 98504-0970

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---

**From:** Rose, Nicole (DCYF)  
**Sent:** Wednesday, May 1, 2019 8:43 AM  
**To:** Hunter, Ross (DCYF)  
**Cc:** Bezborodnikova, Luba (DCYF) ; Moss, Heather (DCYF)  
**Subject:** RE: DCYF Background Check Process

We did some analysis and it takes an average of 30 calendar days to complete a fingerprint based background check.

- 17 of the 30 days are outside DCYF and DSHS control and involves the applicant and agency submitting the application or scheduling and submitting fingerprints.
- Of the 13 days that are within DCYF and DSHS control, the DCYF background check unit is responsible for 5-6 of those calendar days, which may include weekends and holidays.

We have had several vacancies (5 since August) and are finally staffed up. We hope to see completion times improve, but again, there are 17 days outside of DCYF and DSHS control.

Work to date:

- Worked closely with licensing on prioritization of group care applications.
- Streamlined the process as much as possible within the current system.
  - We are working on a new background check interface with our developers, like we have for portable background checks. This is likely still 12-18 months out.
- Worked on proposals with licensing to have the DCYF background check unit take on the character, competence and suitability pieces that licensing currently completes, for group care only.
  - Additional resources are needed for the background check unit take this on.

Opportunities for improvement:

- Applicant and agency submit application to DCYF Licensing
  - The last three months this process was shortened by 3 calendar days, but it still takes a week and a half.
- Licensing hired staff who can help reduce the time it takes for them to submit the application, which currently takes 2 calendar days and could be reduced to 1.
- Applicant scheduling and submittal of fingerprints
  - This saw a reduction from 18 to 7 calendar days. There may be an opportunity to reduce this a business week.

- The Administrative Review and Background Check Units have streamlined their processes as much as possible by dedicating staff who only do this work. Administrative reviews are prioritized and take 70% less time than other reviews (average of 19 compared to 60 calendar days).

Below is a table showing a comparison of completion times between when we first implemented FFPSA on October 1, 2018 through January 31, 2019, compared to completion times after February 1, 2019, when DSHS' background check system improved. Unfortunately we cannot separate the time it takes DSHS to complete their work because the "result date" in their system is when they sent it to DCYF and not when they received results from FBI and WSP.

Process	Average Time October 2018 through January 2019	Average Time as of February 2019	Includes
Applicant completes background check application	13 calendar days	10 calendar days	<ul style="list-style-type: none"> <li>• Applicant completes and signs Background Check Authorization</li> <li>• Applicant gives form to group care agency</li> <li>• Agency e-mails application to DCYF regional licensor</li> </ul>
Background Check Unit (BCU) receives application	5 calendar days	2 calendar days	<ul style="list-style-type: none"> <li>• DCYF regional licensor has up to 3 calendar days to forward request to Background Check Unit.</li> </ul>
BCU submits request to DSHS	3 calendar days	0.5 calendar days	<ul style="list-style-type: none"> <li>• BCU sorts through all DCYF background check requests, separates and sends group care requests to dedicated background check specialist who enters the request into the DSHS Background Check System.</li> </ul>
Provisional hire decision	5 calendar days	2 calendar days	<ul style="list-style-type: none"> <li>• BCU receives interim background check results from DSHS</li> <li>• Reviews results and determines if applicant is eligible for provisional hire</li> <li>• BCU sends applicant fingerprint appointment form via e-mail or mails if no e-mail address provided</li> </ul>
Applicant submits fingerprints	18 calendar days	7 calendar days	<ul style="list-style-type: none"> <li>• Applicant schedules fingerprint appointment</li> <li>• Applicant goes to fingerprint appointment and submits fingerprints</li> </ul>
BCU issues final results	21 calendar days	6 calendar days	<ul style="list-style-type: none"> <li>• DSHS transmits fingerprints to WSP</li> <li>• WSP transmits fingerprints to FBI</li> <li>• WSP and FBI return results to DSHS</li> <li>• DSHS sends results to BCU</li> <li>• BCU reviews results and forwards to Administrative Review Unit to complete if review is required</li> <li>• BCU sends final results to DCYF regional licensor</li> </ul>

I wanted to give you the big picture of what we are trying to improve and the many places where this process is outside of DCYF control.

Let me know if I can provide any additional information.

Thanks,

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

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Olympia WA 98504-0970

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---

**From:** Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>

**Sent:** Monday, April 29, 2019 5:47 PM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Subject:** RE: DCYF Background Check Process

This is going to be aggravating for BRS providers, but with their turnover there would never be a moment to have a stable staff if we allow provisionals. How quick is the process now, if the employee is quick about their part?

Ross Hunter

Secretary

WA State Department of Children, Youth, and Families

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---

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Friday, April 26, 2019 12:04 PM

**To:** 'Puckett, Summer (ACF)' <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Mathis, Shannon (DCYF)

<[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>; Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>; Becker, Jody (DCYF) <[jody.becker@dcyf.wa.gov](mailto:jody.becker@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Moss, Heather (DCYF) <[heather.moss@dcyf.wa.gov](mailto:heather.moss@dcyf.wa.gov)>; Heddin, Jenny (DCYF) <[jenny.heddin@dcyf.wa.gov](mailto:jenny.heddin@dcyf.wa.gov)>

**Subject:** RE: DCYF Background Check Process

Hi Summer –

Thank you for the review of our provisional hire process. As we discussed in December, the provisional hire process was essential as we transitioned to a new background check system in June 2018, which slowed background check processing times. DCYF is dependent on other agencies and the individual applicant for portions of the background check process. We also shared that not allowing provisional hires could lead to the following outcomes:

- Increased number of transitions a child may experience.
- Reduced number of beds available for children in out-of-home placement and in particular those children and youth with the highest needs, including those children and youth eligible for Behavior Rehabilitation Services and Emergency Placement Services.
- Increased number of hotel stays.
- Increased costs associated with placement.

We continue to hear from providers serving children the difficulty with hiring and retaining staff.

That being said, we understand the guidance from the Children's Bureau, Administration for Children and Families related to background checks. DCYF will ensure that all adults had fingerprints results in place for the period of claiming for IV-E eligible placements, beginning October 1, 2018.

DCYF will no longer allow provisional hires for employees of Child Care Institutions (CCI) as of July 1,

2019. We will update any needed policies and documents by July 1. In the meantime, DCYF will not draw down IV-E funds for children placed in facilities that had a provisional hire on site.

Thanks again for researching this. As always, please let me know if you have any questions or need additional information.

Best,

Nicole

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

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---

**From:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>

**Sent:** Thursday, April 11, 2019 12:09 PM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>; Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>; Becker, Jody (DCYF) <[jody.becker@dcyf.wa.gov](mailto:jody.becker@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Moss, Heather (DCYF) <[heather.moss@dcyf.wa.gov](mailto:heather.moss@dcyf.wa.gov)>; Heddin, Jenny (DCYF) <[jenny.heddin@dcyf.wa.gov](mailto:jenny.heddin@dcyf.wa.gov)>

**Subject:** RE: DCYF Background Check Process

Thank you!

Summer

Summer Puckett, MSW

Children's Bureau, ACF/US DHHS Region 10

phone: 206.615.3659

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**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Thursday, April 11, 2019 12:06 PM

**To:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>; Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>; Becker, Jody (DCYF) <[jody.becker@dcyf.wa.gov](mailto:jody.becker@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Moss, Heather (DCYF) <[heather.moss@dcyf.wa.gov](mailto:heather.moss@dcyf.wa.gov)>; Heddin, Jenny (DCYF) <[jenny.heddin@dcyf.wa.gov](mailto:jenny.heddin@dcyf.wa.gov)>

**Subject:** RE: DCYF Background Check Process

Thanks, Summer. We will review your guidance and our IV-E plan and get back to you with next steps by April 30.

Best,

Nicole

Nicole Rose



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**From:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>  
**Sent:** Thursday, April 11, 2019 12:02 PM  
**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>  
**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>; Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>; Becker, Jody (DCYF) <[jody.becker@dcyf.wa.gov](mailto:jody.becker@dcyf.wa.gov)>  
**Subject:** RE: DCYF Background Check Process  
**Importance:** High

Hello Ross, Nicole and DCYF partners,  
Below is guidance from our Central Office regarding WA's request to use the state's 120 day provisional hire process as meeting the title IV-E requirements. The guidance is the same as what we've previously provided in determining that WA's process does not meet the title IV-E eligibility requirements established by the Family First Prevention Services Act (FFPSA).

**Question:** Washington has a one hundred twenty-day provisional hire process that allows an employee to have unsupervised access to children, juveniles, and vulnerable adults on a provisional basis pending the results of their Federal Bureau of Investigation (FBI) background check. How does this impact claiming for title IV-E foster care maintenance payments?

**Answer:** As you know, FFPSA changed the safety requirements for childcare institution (CCI) staff to require all adults working in the CCI to have an NCID check. As such, even if state law provides for provisional hires to work without an NCID check being completed, an agency may not claim title IV-E on behalf of a child placed in the CCI unless all adults working in the CCI have had such checks completed. Therefore, for title IV-E eligibility purposes, if a child is placed in a CCI and the agency claims title IV-E on the child's behalf during that placement, the agency must ensure that all of the adults working, including any "provisional hires," have had NCID checks completed during the period of claiming. We will provide further information on how we will review the criminal record checks during title IV-E reviews at a future date.

**Next steps:**

If WA chooses to continue the 120 day provisional hire process, the state will need to have clear policies and procedures regarding title IV-E eligibility and claiming that reflect the title IV-E requirements. Please review the state's documentation cited in the approved title IV-E plan to determine if revisions need to be made to accurately reflect the state's process and title IV-E eligibility and/or if additional documentation needs to be submitted. **Please let us know the state's decisions and next steps by April 30, 2019.**

Regards,

*Summer*  
*Summer Puckett, MSW*

*Child Welfare Program Specialist  
Children's Bureau, ACF/US DHHS Region 10  
701 5<sup>th</sup> Ave, Suite 1600, MS-73 (physical location 15<sup>th</sup> floor Suite 1510)  
Seattle, WA 98104  
phone: 206.615.3659*

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**From:** Puckett, Summer (ACF)

**Sent:** Wednesday, February 6, 2019 4:20 PM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>; Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>

**Subject:** RE: DCYF Background Check Process

Hi Nicole,

Thanks for the response. We do not have an timeframe for a response from our central office/OGC and we're hopeful by March but can't guarantee a date.

Thanks,

*Summer*

*Summer Puckett, MSW  
Children's Bureau, ACF/DHHS Region 10  
phone: 206.615.3659*

---

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Tuesday, February 5, 2019 2:40 PM

**To:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>; Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>

**Subject:** RE: DCYF Background Check Process

Thanks, Summer for the update. We will continue our internal discussion about tracking these hires as well as appropriately claiming funds.

Do you have a timeframe for the response from your central office and General Counsel?

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports  
Department of Children, Youth, and Families  
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**From:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>

**Sent:** Tuesday, February 5, 2019 1:50 PM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>;

Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>

**Subject:** RE: DCYF Background Check Process

Nicole and WA DCYF staff,

We are sending an update that our Office of General Counsel, in coordination with our central office, is reviewing the information you sent in the December 20 email, and we'll provide another update as soon as we have one.

In the meantime, we want to remind WA of the Family First Prevention Services Act (FFPSA) requirements effective 10/1/2018 and the Children's Bureau's prior guidance that with the changes in FFPSA requiring all adults working in group care facilities to have FBI fingerprint background checks, **WA will not be able to claim title IV-E for children placed in facilities where staff working in the facility have not completed the required background checks.** The state's 120 day provisional hire process that allows staff to have unsupervised access to children while pending the FBI fingerprint background check results is not part of the state's approved title IV-E plan that was submitted with the 9/30/2018 title IV-E amendment that addresses the FFPSA requirements, nor was the 120 day provision submitted as a subsequent amendment to the IV-E plan under the alternative procedures provision using the guidelines provided in Program Instructions 18-07. Until/unless we release further guidance and are able to allow for a procedure like the state has put forward, the state is not allowed to claim title IV-E for these placements. I've attached the Program Instructions 18-07, issued July 9, 2018, for reference; pages 5-6 are the primary pages where these requirements are discussed.

We are aware that WA has put into place emergency rules/revisions to WACs and RCWs that allows for this 120 day provisional hire process effective 10/1/2018 and 1/29/2019, and the state's stated purpose/reason for these changes are to align with the Family First Act and to continue receiving title IV-E funding. However, we are confused by this wording and stated purposes, as the 120 day provisional hire process has not been approved by the Children's Bureau as meeting the FFPSA requirements, and is actually contrary to the guidance provided to title IV-E agencies thus far, and has not been approved for title IV-E claiming at this time.

As soon as we receive a response from our central office and Office of General Counsel, we will be in touch with you.

Regards,

*Summer*

*Summer Puckett, MSW*

*Child Welfare Program Specialist*

*Children's Bureau, ACF/DHHS Region 10*

*701 5<sup>th</sup> Ave, Suite 1600, MS-73 (physical location 15<sup>th</sup> floor Suite 1510)*

*Seattle, WA 98104*

*phone: 206.615.3659*

---

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Monday, January 14, 2019 8:50 AM

**To:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>

**Subject:** RE: DCYF Background Check Process

Thanks for the update!

Nicole

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

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**From:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>

**Sent:** Monday, January 14, 2019 8:41 AM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF)

<[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin,

Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>

**Subject:** RE: DCYF Background Check Process

Hi Nicole,

Thanks, hope you had a great holiday season also!

We are working with our central office to review the information you sent and will get back to you as soon as we're able. I haven't heard an estimated response time yet but will let you know when we do.

Regards,

*Summer*

*Summer Puckett, MSW*

*Children's Bureau, ACF/DHHS Region 10*

*phone: 206.615.3659*

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**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Monday, January 14, 2019 8:11 AM

**To:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>; Bentz, Paula (ACF)

<[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF)

<[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin,

Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>

**Subject:** RE: DCYF Background Check Process

Hi Summer –

I hope you had a good holiday season. Just wanted to check in and see if there are any updates on this. Please let me know!

Thanks,

Nicole

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

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**From:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>  
**Sent:** Friday, December 21, 2018 8:45 AM  
**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>  
**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>  
**Subject:** RE: DCYF Background Check Process

Hi Nicole,

Thanks for the information. We will review and get back to you as soon as we're able.

Regards,

Summer

Summer Puckett, MSW

Children's Bureau, ACF/DHHS Region 10

phone: 206.615.3659

---

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>  
**Sent:** Thursday, December 20, 2018 1:05 PM  
**To:** Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>; Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>  
**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>  
**Subject:** DCYF Background Check Process

Hi Paula and Summer –

Thank you for taking the time to connect this week about our provisional hire and background check process. This is a follow-up to our phone conversation this week.

The ACYF-CB-PI-18-07, page 5 states:

*Title IV-E agencies may use alternative procedures to conduct criminal records and child abuse registry checks; however, if the agency elects to use an alternate procedure, the agency must describe in Attachment IX of the Pre-Print why the procedures required in section 471(a)(20)(D) of the Act for conducting the checks are inappropriate for the agency. The alternate procedures, however, must still provide for conducting both checks on every adult working in the institution.*

The Department of Children, Youth, and Families (DCYF) would like to submit our provisional hire background check process as an alternate procedure to meeting the Family First Prevention Services Act (FFPSA) background check requirements. In June of 2018, the Department of Social and Health Services (DSHS) implemented a new Background Check System (BCS). The implementation of this system has been challenging and has slowed background check processing times at DSHS. This has in turn slowed some of DCYF processing times, which has led to delays in receiving completed fingerprints.

For those staff that meet the provisional hire requirements in Chapter 110-05 Washington Administrative Code (WAC), an interim clearance is completed using the in-state background check process, while waiting for the results of the fingerprints. It is inappropriate for the agency to expect a completed fingerprint background check prior to the employee starting work, especially when the process for completing the background checks depends upon another agency and the applicant. Hiring staff to work in child care institutions is challenging right now. Providers have shared the

struggle to keep staff in entry level positions, which can create high turnover. Not allowing this alternate procedure could lead to the following outcomes:

- Increased number of transitions a child may experience.

Reduced number of beds available for children in out-of-home placement and in particular those children and youth with the highest needs, including those children and youth eligible for Behavior Rehabilitation Services and Emergency Placement Services.

Increased number of hotel stays.

Increased costs associated with placement.

DCYF has filed an emergency rule change for 120-day provisional hires (Chapter 110-05 WAC) to meet the new FFPSA requirements. See attachment.

- This allows for group care staff to have supervised or unsupervised access to children, juveniles, and vulnerable adults on a provisional basis pending the results of their fingerprint-based background check.
- The provisional hire is allowed when the individual has lived in Washington for three consecutive years before submitting their application, cleared the state background check process, and submitted fingerprints.
- Our in-state background checks include:
  - Founded findings of child abuse or neglect (CA/N) made by DCYF.
  - Current and previous self-disclosures of criminal or negative action history.
  - Conviction information from the Washington State Patrol (WSP), Administrative Office of the Courts (AOC), Department of Corrections (DOC) and prior Federal Bureau of Investigation (FBI) results received by the department.
  - Negative actions issued by DCYF, Department of Health (DOH), and DSHS.
  - Sex offender registry.
  - Out-of-state CA/N history, when applicable.
  - Western Identification Network (WIN) conviction information.

DCYF feels the comprehensive in-state background check provides a safety net. This in-state check provides interim results while waiting for the fingerprint results.

DCYF policy clearly states that DCYF must complete a background check as specified in the Guide to Background Checks (attached) on all group care facility staff, including those not working directly with children, prior to authorizing employment.

Further, the guide goes on to state that DCYF staff must follow Chapters 110-04, 110-05, and 110-145 WACs when authorizing an individual to be employed on a provisional basis (highlighted on the attached document). Chapter 110-05 is the WAC related to provisional hires.

DCYF could strengthen language in our Background Check policy to clearly state our interim clearance and provisional hire process. Proposed language could read:

*DCYF must complete a background check as specified in the Guide to Background Checks on all group care facility staff, including those not working directly with children, prior to authorizing employment. For individuals that meet the requirements in WAC 110-05, an interim clearance and provisional hire can happen while awaiting fingerprint results.*

### **Provisional Hire Data**

The average turnaround time for ALL group care applicants to complete fingerprints as federally required is 20 calendar days. We found the average turnaround time for provisional hire applicants

to complete fingerprints was also 20 calendar days. When considering our federal disqualifying crimes found in the Adoption and Safe Families Act of 1997 as required in [RCW 74.13.700](#), no provisional hires had disqualifications.

Please let us know if you need any additional information as you review this.

Best,

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

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**From:** [Anderson, Lori \(DCYF\)](#)  
**To:** [Stewart, Deanna \(DCYF\)](#)  
**Subject:** RE: Background Rules  
**Date:** Tuesday, May 21, 2019 11:30:00 AM  
**Attachments:** [draft background check rules.docx](#)  
[Provider Update.docx](#)

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Hi Deanna –

Attached are handouts for the June ELAC meeting – background info about why we are amending the rules and the draft amendments. We don't really have questions other than do they like the changes. We did schedule a May 30 webinar that could result in changes to the attached drafts.

Lori Anderson

Rules & Policies Unit

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**From:** Stewart, Deanna (DCYF)  
**Sent:** Thursday, May 9, 2019 8:23 AM  
**To:** Anderson, Lori (DCYF)  
**Subject:** Re: Background Rules

I saw your groups you're planning on giving the drafts to, however I would still recommend doing a webinar since WCCA does not represent all licensed centers and this has come up many times.

As for ELAC, I will hold 90 minutes until we get closer to finalizing and you've had a chance to talk with Matt about how he'd like the structure to go. He's been to ELAC many times and knows they expect an activity with questions. We will need any **handouts and questions being asked by May 22 and a PPT by May 29.**

In the meantime, let me know if you have any questions.

Deanna Stewart

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On: 09 May 2019 08:00,  
"Anderson, Lori (DCYF)" <[lori.anderson@dcyf.wa.gov](mailto:lori.anderson@dcyf.wa.gov)> wrote:

For sure a 30 min phone call. It might be elevated to a webinar - I'll talk to Matt about that today. I have 3 volunteer reps who agreed to share drafts with their family home, centers, and ECEAP communities. We'll meet with those reps before the ELAC mtg for a quick prenegotiation.

We can probably get by w/ 1 hour on your June 4 agenda if it hasn't been finalized yet. It's so hard to gauge the time we'll need!

Lori

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**From:** Stewart, Deanna (DCYF)  
**Sent:** Wednesday, May 8, 2019 11:12:21 PM  
**To:** Anderson, Lori (DCYF)



**Subject:** RE: Background Rules

Sorry! Many moving parts right now. Will you be holding a webinar between May 13 and June 4 for more community input on these?

Deanna Stewart

Community Engagement Administrator

Office of Government Affairs and Community Engagement

**Washington State Department of Children, Youth, and Families**

C: 360.819.0655 | [deanna.stewart@dcyf.wa.gov](mailto:deanna.stewart@dcyf.wa.gov)

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**From:** Anderson, Lori (DCYF)

**Sent:** Monday, May 6, 2019 8:43 AM

**To:** Stewart, Deanna (DCYF) <[deanna.stewart@dcyf.wa.gov](mailto:deanna.stewart@dcyf.wa.gov)>

**Subject:** RE: Background Rules

You told me, Deanna. We won't be ready by then. I've told centers, family homes, and Head Start/ECEAP that I would give them the draft language on May 13 and then we will have a pre-ELAC phone meeting with all three to share concerns and do some "light" negotiating.

Lori Anderson

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**From:** Stewart, Deanna (DCYF) <[deanna.stewart@dcyf.wa.gov](mailto:deanna.stewart@dcyf.wa.gov)>

**Sent:** Friday, May 3, 2019 3:41 PM

**To:** Anderson, Lori (DCYF) <[lori.anderson@dcyf.wa.gov](mailto:lori.anderson@dcyf.wa.gov)>

**Subject:** Background Rules

Hi Lori,

I forgot to mention that we also have a Licensed Center Advisory Subcommittee that might be more beneficial to present at. Their next meeting is May 14 in SeaTac. It's a full agenda but there is room to shift things around since this is an important topic for centers. The available timing would be between 10:30-1:30. Let me know if this would work for you and the team as soon as possible.

Thanks!

Deanna Stewart

Community Engagement Administrator

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Washington State Department of Children, Youth, and Families

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**From:** [Parvin, Chris \(DCYF\)](#)  
**To:** [Judge, Matt \(DCYF\)](#)  
**Subject:** RE: Here is the background check WAC for child care and early learning  
**Date:** Friday, May 17, 2019 7:50:36 AM

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Thanks Matt!

**Chris Parvin**

Provider Supports Administrator  
Department of Children, Youth, and Families  
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☎ (360) 407-5501 | Cell (360) 890-0464  
[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)

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**From:** Judge, Matt (DCYF)

**Sent:** Friday, May 17, 2019 7:50 AM

**To:** Parvin, Chris (DCYF)

**Subject:** Re: Here is the background check WAC for child care and early learning

As or right now they just need to apply before starting work but that will only be true until our waiver ends 9/30. After that staff need clearance before starting work (unless we can separate out those fingerprint criminal checks, in which case if they have clearance on 1 they can work while supervised while waiting for the rest).

**Matt Judge**

Child Care Administrator  
Department of Children, Youth, and Families  
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**From:** Parvin, Chris (DCYF)

**Sent:** Thursday, May 16, 2019 1:49:09 PM

**To:** Judge, Matt (DCYF)

**Subject:** FW: Here is the background check WAC for child care and early learning

Hi Matt,

Just for my own clarification, do child care staff need to complete the fingerprint background check before they can work or just submit? It's my understanding it must be completed.

Thank you!

**Chris Parvin**

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Department of Children, Youth, and Families  
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[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)

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**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Thursday, May 16, 2019 1:32 PM

**To:** Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>

**Cc:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** RE: Here is the background check WAC for child care and early learning

Yes. Thank you!

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports

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**From:** Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>

**Sent:** Thursday, May 16, 2019 1:30 PM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Cc:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** RE: Here is the background check WAC for child care and early learning

No, they can work under supervision until the PBC is cleared...but they have to submit the PBC prior to being hired per CCDBG. Does that help?

Travis Hansen, MSW

Senior Child Care Administrator

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**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Thursday, May 16, 2019 1:07 PM

**To:** Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>

**Cc:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** FW: Here is the background check WAC for child care and early learning

When reading through this it looks like providers must have a completed PBC prior to hire and they could not work in the classroom at all (even if supervised) without a completed PBC. Is that accurate?

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports

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**From:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Sent:** Thursday, April 25, 2019 12:52 PM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Subject:** Here is the background check WAC for child care and early learning

Hi Nicole,

It may be best to just give you the link here to [WAC 110-06](#) since the entire chapter deals with unsupervised access and requirement for background check. Let me know if you need something else.

That said, here are some key WACs:

## **110-06-0010**

### **Purpose and scope.**

(1) The purpose of this chapter is to establish rules for **background checks** conducted by the department of children, youth, and families (DCYF).

(2) The department conducts background checks on subject individuals who are authorized to:

(a) Care for or have **unsupervised access** to children receiving early learning services; or

(b) Care for children **in the child's or provider's home**. These providers, also known as family, friends, and neighbors (FFN) or in-home/relative care providers are exempt from licensing and receive working connections child care (WCCC) subsidies.

(3) The department conducts background checks **to reduce the risk** of harm to children from subject individuals who have been convicted of certain crimes or who pose a risk to children.

(4) The department's rules and state law require the evaluation of background information **to determine the character, suitability, or competence** of persons who will care for or have unsupervised access to children receiving early learning services or other agency authorized services.

(5) If any provision of this chapter conflicts with any provision in any chapter containing a substantive rule relating to background checks and qualifications of persons who are authorized to care for or have unsupervised access to children receiving early learning services, the provisions in this chapter shall govern.

(6) These rules implement chapters [43.216](#) and [43.43](#) RCW, including, but not limited to, DCYF responsibilities in RCW [43.216.260](#), [43.216.270](#) through [43.216.273](#), and [43.43.830](#) through [43.43.832](#).

(7) These rules are amended to allow for increased and continued **portability** of background check clearances for subject individuals who are authorized to care for or may have unsupervised access to children receiving early learning services.

Under definitions in WAC 110-04-0020

**"Unsupervised access"** means:

(a) A subject individual will or may have the opportunity to be alone with a child receiving early learning services at any time and for any length of time; and

(b) Access to a child receiving early learning services that is not within constant visual or auditory range of the individual authorized by DCYF.

## **110-06-0040**

### **Background clearance **requirements**.**

This section **applies to all subject individuals other than in-home/relative providers**.

(1) Subject individuals associated with early learning services applying for a **first-time background check must complete** the background check application process through DCYF to include:

- (a) Submitting a completed background check application;
  - (b) Completing the required **fingerprint process**; and
  - (c) Paying all required fees as provided in WAC [110-06-0044](#).
- (2) All subject individuals who have been **previously qualified** by the department to have unsupervised access to children in care and are renewing their applications **must**:
- (a) Submit the new background check application through DCYF;
  - (b) Submit payment of all required fees as provided in WAC [110-06-0044](#); and
  - (c) Complete the required **fingerprint process if the subject individual lives or has lived outside of Washington state since the previous background check was completed**.
- (3) Each subject individual completing the DCYF background check process must disclose:
- (a) Whether he or she has been convicted of any crime;
  - (b) Whether he or she has any pending criminal charges; and
  - (c) Whether he or she has been subject to any negative action, as defined by WAC [110-06-0020](#).
- (4) A subject individual must not have unsupervised access to children in care unless he or she has obtained DCYF authorization under this chapter.
- (5) A subject individual who has been disqualified by DCYF must not be present on the premises when early learning services are provided to children.

## **110-06-0041**

### **Requirements for early learning service providers.**

- (1) This section applies to all providers other than in-home/relative providers.
- (2) Early learning services providers must require a subject individual to complete the DCYF background check application:
  - (a) **Prior to the date of hire**;
  - (b) By the date a subject **individual age sixteen** or older **moves onto the premises**; or
  - (c) By the date a subject **individual who lives on the premises turns sixteen years old**.

There are also rules about redetermination, failure to report information, fees, and requirements for minors (as young as 13).

## **110-06-0046**

### **Requirements for license-exempt in-home/relative providers.**

- (1) The background check process must be completed for:
  - (a) All license-exempt in-home/relative providers who apply to care for a WCCC consumer's child; and
  - (b) Any individual **sixteen years of age or older** who is residing with a license-exempt in-home/relative provider when the provider cares for the child in the provider's own home where the child does not reside.
- (2) Additional background checks must be completed for individuals listed in subsection (1)(a) and (b) of this section when an individual sixteen years of age or older is newly residing with a license-exempt in-home/relative provider when the provider cares for the child in the provider's own home where the child does not reside.
- (3) The background check process for license-exempt in-home/relative providers requires:
  - (a) Submitting a completed background check application; and

(b) Completing the required **fingerprint process**.

(4) Each subject individual completing the DCYF background check process must disclose:

(a) Whether he or she has been convicted of any crime;

(b) Whether he or she has any pending criminal charges; and

(c) Whether he or she has been subject to any negative actions, as defined by WAC **110-06-0020**.

(5) A subject individual must not have unsupervised access to children in care unless he or she has obtained DCYF background check clearance authorization under this chapter.

(6) A subject individual who has been disqualified by DCYF must not be present on the premises when early learning services are provided to children.

(7) DCYF pays for the cost of the background check process. The fees include:

(a) Fingerprint process fees as defined by the Washington state patrol, Federal Bureau of Investigation and the DCYF fingerprint contractor; and

(b) The DCYF administrative fee.

## **110-06-0050**

### **Department action following completion of background inquiry.**

As part of the background check process the department will **conduct a character, suitability or competence assessment** as follows:

(1) **Compare the background information with the DCYF secretary's list**, WAC **110-06-0120**, to determine whether the subject individual must be disqualified under WAC **110-06-0070** (1) and (2). In doing this comparison, the department will use the following rules:

(a) A pending charge for a crime or a deferred prosecution is given the same weight as a conviction.

(b) If the conviction has been renamed it is given the same weight as the previous named conviction.

(c) Convictions whose titles are preceded with the word "attempted" are given the same weight as those titles without the word "attempted."

(d) The term "conviction" has the same meaning as the term "conviction record" as defined in RCW **10.97.030** and may include convictions or dispositions for crimes committed as either an adult. It may also include convictions or dispositions for offenses for which the person received a deferred or suspended sentence, unless the record has been expunged according to law.

(e) **Convictions and pending charges from other states or jurisdictions will be treated the same** as a crime or pending charge in Washington state. If the elements of the crime from the foreign jurisdiction are not identical or not substantially similar to its Washington equivalent or if the foreign statute is broader than the Washington definition of the particular crime, the defendant's conduct, as evidenced by the indictment or information, will be analyzed to determine whether the conduct would have violated the comparable Washington statute.

(f) The crime will not be considered a conviction for the purposes of the department when the conviction has been the subject of an expungement, pardon, annulment, certification of rehabilitation, or other equivalent procedure based on a finding of the rehabilitation of the person convicted, or the conviction has been the subject of a pardon, annulment, or other equivalent procedure based on a finding of innocence.

(2) Evaluate any negative action information to determine whether the subject individual has any negative actions requiring disqualification under WAC **110-06-0070**(3).

(3) Evaluate any negative action information and any other pertinent background information, including nondisqualifying criminal convictions, to determine whether disqualification is warranted under WAC [110-06-0070](#) (5), (6), or (7).

(4) If DCYF has reason to believe that additional information is needed to determine the character, suitability or competence of the subject individual to care for or have unsupervised access to children receiving early learning services, additional information will be requested. The subject individual must provide to the department any additional reports or information that it requests.

## **110-06-0070**

### **Disqualification.**

#### **Background information that will disqualify a subject individual.**

(1) A subject individual who has a background containing any of the **permanent convictions on the secretary's list**, WAC [110-06-0120](#)(1), will be permanently disqualified from caring for children or having unsupervised access to children receiving early learning services.

(2) A subject individual who has a background containing any of the **nonpermanent convictions on the secretary's list**, WAC [110-06-0120](#)(2), will be disqualified from providing licensed child care, caring for children or having unsupervised access to children receiving early learning services for five years after the conviction date.

(3) A subject individual will be **disqualified** when his or her background **contains a negative action**, as defined in WAC [110-06-0020](#) that relates to:

(a) An act, finding, determination, decision, or the commission of abuse or neglect of a child as defined in chapters [26.44](#) RCW and [110-30](#) WAC.

(b) An act, finding, determination, decision, or commission of abuse or neglect or financial exploitation of a vulnerable adult as defined in chapter [74.34](#) RCW.

(4) A subject individual who has a **"founded" finding for child abuse or neglect will not be authorized** to care for or have unsupervised access to children during the administrative hearing and appeals process.

(5) Background information that may disqualify a subject individual. A subject individual may be disqualified for other negative action(s), as defined in WAC [110-06-0020](#) which reasonably relate to his or her character, suitability, or competence to care for or have unsupervised access to children receiving early learning services.

(6) A subject individual may be disqualified from caring for or having unsupervised access to children if the individual is the subject of a pending child protective services (CPS) investigation.

(7) The department may also disqualify a subject individual if that person has other nonconviction background information that renders him or her unsuitable to care for or have unsupervised access to children receiving early learning services. Among the factors the department may consider are:

(a) The subject individual attempts to obtain a license, certification, or authorization by deceitful means, such as **making false statements or omitting material information on an application**.

(b) The subject individual used illegal drugs or misused or abused prescription drugs or alcohol that either affected their ability to perform their job duties while on the premises when children were present or presented a risk of harm to any child receiving early learning services.

(c) The subject individual attempted, committed, permitted, or assisted in an illegal act on the premises. For purposes of this subsection, a subject individual attempted,



committed, permitted, or assisted in an illegal act if he or she knew or reasonably should have known that the illegal act occurred or would occur.

(d) Subject to federal and state law, the subject individual lacks sufficient physical or mental health to meet the needs of children receiving early learning services.

(e) The subject individual had a **license or certification for the care of children or vulnerable adults terminated, revoked, suspended or denied**.

There are other rules following the disqualification rule that talk about the notification process, hearing and limitations on challenges.

## **110-06-0115**

### **Reconsideration of disqualification.**

(1) Subject to the requirements contained in chapter [110-06](#) WAC the department may reconsider an earlier decision to disqualify a subject individual.

(2) For a disqualification based on WAC [110-06-0070](#) (5) or (7)(a), (c), or (e), a disqualified subject individual's request for **reconsideration will be granted only if the disqualified subject individual establishes by clear and convincing evidence there has been a change of circumstances since the date of the disqualification** that demonstrates there is nothing about the subject individual's character, suitability, or competence that would prevent the subject individual from caring for or having unsupervised access to children receiving early learning services. For purposes of subsection (2) of this section a disqualification based on a "negative action," WAC [110-06-0070](#) (5) or (7)(c) or (e) does not include a decision, final determination, or finding made by an agency or administrative law judge that relates to:

(a) The commission of abuse or neglect of a child as defined in chapters [26.44](#) RCW and [388-15](#) WAC; or

(b) The commission of abuse or neglect of a vulnerable adult as defined in chapter [74.34](#) RCW.

(3) For a disqualification based on any of the circumstances described in WAC [110-06-0070](#) (3) and (7)(b) or (d), a disqualified subject individual's request for reconsideration will be granted only if the disqualified subject individual establishes by clear and convincing evidence there has been a change of circumstances since the date of the disqualification that demonstrates there is nothing about the subject individual's character, suitability, or competence that would constitute a danger to a child's welfare if the individual is allowed to care for or have unsupervised access to children in care.

(4) The department will not reconsider qualifying a subject individual that was disqualified under WAC [110-06-0120](#)(1).

(5) The department will not reconsider qualifying a subject individual that was disqualified under WAC [110-06-0120](#)(2) for a period of five years from the date of the disqualifying conviction.

#### **Chris Parvin**

Provider Supports Administrator

Department of Children, Youth, and Families

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[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)



**From:** [Hansen, Travis \(DCYF\)](#)  
**To:** [Rose, Nicole \(DCYF\)](#)  
**Subject:** RE: Here is the background check WAC for child care and early learning  
**Date:** Thursday, May 16, 2019 2:14:00 PM

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So the old center WAC is the problem...Aug 1<sup>st</sup> should fix the problem. Providers must have a completed PBC prior to hire.

Family homes

## **110-300B-1200**

### **Background checks.**

(1) The license applicant or licensee must **submit a completed background check** form and obtain an authorization (clearance) from the department consistent with the requirements of chapter [170-06](#) WAC for each of the following:

- (a) The license applicant;
- (b) The licensee;
- (c) Each new staff person or volunteer age sixteen or older;
- (d) Each individual age sixteen or older residing in the home;
- (e) Each individual age sixteen or older who moves into the home; and
- (f) Any individual age sixteen or older who may have unsupervised access to children

in care.

Centers

### **What personnel records and policies must I have?**

(1) Each employee and volunteer who has unsupervised access to a child in care **must complete the following forms on or before their date of hire:**

(a) An application for employment on a form prescribed by us, or on a comparable form approved by the department; and

**(b) A background check form.**

**(2) You must submit the background check form to us within seven calendar days of the employee's first day of work. The form authorizes a criminal history background inquiry for that person.**

(3) Until the background check results are returned and show the employee to not be disqualified, you must not leave the employee unsupervised with the children.

(4) We discuss the information on the background check form with you, the director, or other person responsible for the operation of the center, such as a human resources professional, if applicable.

(5) If you employ five or more people you must have written personnel policies. These policies must describe staff benefits, if any, and duties and qualifications of staff.

(6) You must maintain a system of record keeping for personnel. In addition to the other requirements in this chapter, you must keep the following information on file on the premises for yourself, each staff person and volunteer:

- (a) An employment application, including work and education history;
- (b) Documentation that a background check form was submitted;
- (c) A copy of the department notification of background clearance authorization;

Travis Hansen, MSW

Senior Child Care Administrator

Department of Children, Youth, and Families

[\(509\) 834-6840](#) (phone)

[\(509\) 480-1071](#) (cell)

---

**From:** Hansen, Travis (DCYF)

**Sent:** Thursday, May 16, 2019 1:56 PM

**To:** Rose, Nicole (DCYF)

**Subject:** RE: Here is the background check WAC for child care and early learning

I need to look at current WAC but the new WAC states the following.....

**110-300-0105**

**Preservice requirements.**

(2) Early learning providers and household members in a family home early learning program **must complete a department background check**, pursuant to chapter [110-06](#) WAC.

Travis Hansen, MSW

Senior Child Care Administrator

Department of Children, Youth, and Families

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[\(509\) 480-1071](#) (cell)

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**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Thursday, May 16, 2019 1:47 PM

**To:** Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>

**Subject:** RE: Here is the background check WAC for child care and early learning

One more question – is there a WAC that says this?

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports

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**From:** Hansen, Travis (DCYF) <[travis.hansen@dcyf.wa.gov](mailto:travis.hansen@dcyf.wa.gov)>

**Sent:** Thursday, May 16, 2019 1:30 PM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Cc:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** RE: Here is the background check WAC for child care and early learning

No, they can work under supervision until the PBC is cleared...but they have to submit the PBC prior to being hired per CCDBG. Does that help?

Travis Hansen, MSW

Senior Child Care Administrator

Department of Children, Youth, and Families

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**Cc:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** FW: Here is the background check WAC for child care and early learning

When reading through this it looks like providers must have a completed PBC prior to hire and they

could not work in the classroom at all (even if supervised) without a completed PBC. Is that accurate?

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**From:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Sent:** Thursday, April 25, 2019 12:52 PM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Subject:** Here is the background check WAC for child care and early learning

Hi Nicole,

It may be best to just give you the link here to [WAC 110-06](#) since the entire chapter deals with unsupervised access and requirement for background check. Let me know if you need something else.

That said, here are some key WACs:

## **110-06-0010**

### **Purpose and scope.**

(1) The purpose of this chapter is to establish rules for **background checks** conducted by the department of children, youth, and families (DCYF).

(2) The department conducts background checks on subject individuals who are authorized to:

(a) Care for or have **unsupervised access** to children receiving early learning services; or

(b) Care for children **in the child's or provider's home**. These providers, also known as family, friends, and neighbors (FFN) or in-home/relative care providers are exempt from licensing and receive working connections child care (WCCC) subsidies.

(3) The department conducts background checks **to reduce the risk** of harm to children from subject individuals who have been convicted of certain crimes or who pose a risk to children.

(4) The department's rules and state law require the evaluation of background information **to determine the character, suitability, or competence** of persons who will care for or have unsupervised access to children receiving early learning services or other agency authorized services.

(5) If any provision of this chapter conflicts with any provision in any chapter containing a substantive rule relating to background checks and qualifications of persons who are authorized to care for or have unsupervised access to children receiving early learning services, the provisions in this chapter shall govern.

(6) These rules implement chapters [43.216](#) and [43.43](#) RCW, including, but not limited to, DCYF responsibilities in RCW [43.216.260](#), [43.216.270](#) through [43.216.273](#), and [43.43.830](#) through [43.43.832](#).

(7) These rules are amended to allow for increased and continued **portability** of background check clearances for subject individuals who are authorized to care for or may

have unsupervised access to children receiving early learning services.

Under definitions in WAC 110-04-0020

**"Unsupervised access"** means:

(a) A subject individual will or may have the opportunity to be alone with a child receiving early learning services at any time and for any length of time; and

(b) Access to a child receiving early learning services that is not within constant visual or auditory range of the individual authorized by DCYF.

## **110-06-0040**

### **Background clearance requirements.**

This section applies to all subject individuals other than in-home/relative providers.

(1) Subject individuals associated with early learning services applying for a first-time background check must complete the background check application process through DCYF to include:

(a) Submitting a completed background check application;

(b) Completing the required fingerprint process; and

(c) Paying all required fees as provided in WAC [110-06-0044](#).

(2) All subject individuals who have been previously qualified by the department to have unsupervised access to children in care and are renewing their applications must:

(a) Submit the new background check application through DCYF;

(b) Submit payment of all required fees as provided in WAC [110-06-0044](#); and

(c) Complete the required fingerprint process if the subject individual lives or has lived outside of Washington state since the previous background check was completed.

(3) Each subject individual completing the DCYF background check process must disclose:

(a) Whether he or she has been convicted of any crime;

(b) Whether he or she has any pending criminal charges; and

(c) Whether he or she has been subject to any negative action, as defined by WAC [110-06-0020](#).

(4) A subject individual must not have unsupervised access to children in care unless he or she has obtained DCYF authorization under this chapter.

(5) A subject individual who has been disqualified by DCYF must not be present on the premises when early learning services are provided to children.

## **110-06-0041**

### **Requirements for early learning service providers.**

(1) This section applies to all providers other than in-home/relative providers.

(2) Early learning services providers must require a subject individual to complete the DCYF background check application:

(a) Prior to the date of hire;

(b) By the date a subject individual age sixteen or older moves onto the premises; or

(c) By the date a subject individual who lives on the premises turns sixteen years old.

There are also rules about redetermination, failure to report information, fees, and requirements for minors (as young as 13).

## **110-06-0046**

## Requirements for license-exempt in-home/relative providers.

- (1) The background check process must be completed for:
  - (a) All license-exempt in-home/relative providers who apply to care for a WCCC consumer's child; and
  - (b) Any individual **sixteen years of age or older** who is residing with a license-exempt in-home/relative provider when the provider cares for the child in the provider's own home where the child does not reside.
- (2) Additional background checks must be completed for individuals listed in subsection (1)(a) and (b) of this section when an individual sixteen years of age or older is newly residing with a license-exempt in-home/relative provider when the provider cares for the child in the provider's own home where the child does not reside.
- (3) The background check process for license-exempt in-home/relative providers requires:
  - (a) Submitting a completed background check application; and
  - (b) Completing the required **fingerprint process**.
- (4) Each subject individual completing the DCYF background check process must disclose:
  - (a) Whether he or she has been convicted of any crime;
  - (b) Whether he or she has any pending criminal charges; and
  - (c) Whether he or she has been subject to any negative actions, as defined by WAC [110-06-0020](#).
- (5) A subject individual must not have unsupervised access to children in care unless he or she has obtained DCYF background check clearance authorization under this chapter.
- (6) A subject individual who has been disqualified by DCYF must not be present on the premises when early learning services are provided to children.
- (7) DCYF pays for the cost of the background check process. The fees include:
  - (a) Fingerprint process fees as defined by the Washington state patrol, Federal Bureau of Investigation and the DCYF fingerprint contractor; and
  - (b) The DCYF administrative fee.

### 110-06-0050

#### Department action following completion of background inquiry.

As part of the background check process the department will **conduct a character, suitability or competence assessment** as follows:

- (1) **Compare the background information with the DCYF secretary's list**, WAC [110-06-0120](#), to determine whether the subject individual must be disqualified under WAC [110-06-0070](#) (1) and (2). In doing this comparison, the department will use the following rules:
  - (a) A pending charge for a crime or a deferred prosecution is given the same weight as a conviction.
  - (b) If the conviction has been renamed it is given the same weight as the previous named conviction.
  - (c) Convictions whose titles are preceded with the word "attempted" are given the same weight as those titles without the word "attempted."
  - (d) The term "conviction" has the same meaning as the term "conviction record" as defined in RCW [10.97.030](#) and may include convictions or dispositions for crimes committed as either an adult. It may also include convictions or dispositions for offenses for which the person received a deferred or suspended sentence, unless the record has been

expunged according to law.

(e) **Convictions and pending charges from other states or jurisdictions will be treated the same** as a crime or pending charge in Washington state. If the elements of the crime from the foreign jurisdiction are not identical or not substantially similar to its Washington equivalent or if the foreign statute is broader than the Washington definition of the particular crime, the defendant's conduct, as evidenced by the indictment or information, will be analyzed to determine whether the conduct would have violated the comparable Washington statute.

(f) The crime will not be considered a conviction for the purposes of the department when the conviction has been the subject of an expungement, pardon, annulment, certification of rehabilitation, or other equivalent procedure based on a finding of the rehabilitation of the person convicted, or the conviction has been the subject of a pardon, annulment, or other equivalent procedure based on a finding of innocence.

(2) Evaluate any negative action information to determine whether the subject individual has any negative actions requiring disqualification under WAC [110-06-0070](#)(3).

(3) Evaluate any negative action information and any other pertinent background information, including nondisqualifying criminal convictions, to determine whether disqualification is warranted under WAC [110-06-0070](#) (5), (6), or (7).

(4) If DCYF has reason to believe that additional information is needed to determine the character, suitability or competence of the subject individual to care for or have unsupervised access to children receiving early learning services, additional information will be requested. The subject individual must provide to the department any additional reports or information that it requests.

## **110-06-0070**

### **Disqualification.**

#### **Background information that will **disqualify a subject individual**.**

(1) A subject individual who has a background containing any of the **permanent convictions on the secretary's list**, WAC [110-06-0120](#)(1), will be permanently disqualified from caring for children or having unsupervised access to children receiving early learning services.

(2) A subject individual who has a background containing any of the **nonpermanent convictions on the secretary's list**, WAC [110-06-0120](#)(2), will be disqualified from providing licensed child care, caring for children or having unsupervised access to children receiving early learning services for five years after the conviction date.

(3) A subject individual will be **disqualified** when his or her background **contains a negative action**, as defined in WAC [110-06-0020](#) that relates to:

(a) An act, finding, determination, decision, or the commission of abuse or neglect of a child as defined in chapters [26.44](#) RCW and [110-30](#) WAC.

(b) An act, finding, determination, decision, or commission of abuse or neglect or financial exploitation of a vulnerable adult as defined in chapter [74.34](#) RCW.

(4) A subject individual who has a **"founded" finding for child abuse or neglect will not be authorized** to care for or have unsupervised access to children during the administrative hearing and appeals process.

(5) Background information that may disqualify a subject individual. A subject individual may be disqualified for other negative action(s), as defined in WAC [110-06-0020](#) which reasonably relate to his or her character, suitability, or competence to care for or have unsupervised access to children receiving early learning services.

(6) A subject individual may be disqualified from caring for or having unsupervised



access to children if the individual is the subject of a pending child protective services (CPS) investigation.

(7) The department may also disqualify a subject individual if that person has other nonconviction background information that renders him or her unsuitable to care for or have unsupervised access to children receiving early learning services. Among the factors the department may consider are:

(a) The subject individual attempts to obtain a license, certification, or authorization by deceitful means, such as **making false statements or omitting material information on an application**.

(b) The subject individual used illegal drugs or misused or abused prescription drugs or alcohol that either affected their ability to perform their job duties while on the premises when children were present or presented a risk of harm to any child receiving early learning services.

(c) The subject individual attempted, committed, permitted, or assisted in an illegal act on the premises. For purposes of this subsection, a subject individual attempted, committed, permitted, or assisted in an illegal act if he or she knew or reasonably should have known that the illegal act occurred or would occur.

(d) Subject to federal and state law, the subject individual lacks sufficient physical or mental health to meet the needs of children receiving early learning services.

(e) The subject individual had a **license or certification for the care of children or vulnerable adults terminated, revoked, suspended or denied**.

There are other rules following the disqualification rule that talk about the notification process, hearing and limitations on challenges.

## **110-06-0115**

### **Reconsideration of disqualification.**

(1) Subject to the requirements contained in chapter [110-06](#) WAC the department may reconsider an earlier decision to disqualify a subject individual.

(2) For a disqualification based on WAC [110-06-0070](#) (5) or (7)(a), (c), or (e), a disqualified subject individual's request for **reconsideration will be granted only if the disqualified subject individual establishes by clear and convincing evidence there has been a change of circumstances since the date of the disqualification** that demonstrates there is nothing about the subject individual's character, suitability, or competence that would prevent the subject individual from caring for or having unsupervised access to children receiving early learning services. For purposes of subsection (2) of this section a disqualification based on a "negative action," WAC [110-06-0070](#) (5) or (7)(c) or (e) does not include a decision, final determination, or finding made by an agency or administrative law judge that relates to:

(a) The commission of abuse or neglect of a child as defined in chapters [26.44](#) RCW and [388-15](#) WAC; or

(b) The commission of abuse or neglect of a vulnerable adult as defined in chapter [74.34](#) RCW.

(3) For a disqualification based on any of the circumstances described in WAC [110-06-0070](#) (3) and (7)(b) or (d), a disqualified subject individual's request for reconsideration will be granted only if the disqualified subject individual establishes by clear and convincing evidence there has been a change of circumstances since the date of the disqualification that demonstrates there is nothing about the subject individual's character, suitability, or competence that would constitute a danger to a child's welfare if the individual is allowed to care for or have unsupervised access to children in care.

(4) The department will not reconsider qualifying a subject individual that was disqualified under WAC [110-06-0120](#)(1).

(5) The department will not reconsider qualifying a subject individual that was disqualified under WAC [110-06-0120](#)(2) for a period of five years from the date of the disqualifying conviction.

**Chris Parvin**

Provider Supports Administrator

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[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)



**From:** [Hansen, Travis \(DCYF\)](#)  
**To:** [Hansen, Travis \(DCYF\)](#)  
**Subject:** Re: Here is the background check WAC for child care and early learning  
**Date:** Thursday, May 16, 2019 1:53:16 PM

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I need to look at current WAC but the new WAC states the following 110-300-0105(2) ELP must complete PBC.

Travis Hansen, MSW  
Senior Child Care Administrator  
Department of Children, Youth, and Families  
[\(509\) 834-6840](tel:(509)834-6840) (phone)  
[\(509\) 480-1071](tel:(509)480-1071) (cell)

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**Sent:** Thursday, April 25, 2019 12:52 PM

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That said, here are some key WACs:

## 110-06-0010

### Purpose and scope.

(1) The purpose of this chapter is to establish rules for **background checks** conducted by the department of children, youth, and families (DCYF).

(2) The department conducts background checks on subject individuals who are authorized to:

(a) Care for or have **unsupervised access** to children receiving early learning services; or

(b) Care for children **in the child's or provider's home**. These providers, also known as family, friends, and neighbors (FFN) or in-home/relative care providers are exempt from licensing and receive working connections child care (WCCC) subsidies.

(3) The department conducts background checks **to reduce the risk** of harm to children from subject individuals who have been convicted of certain crimes or who pose a risk to children.

(4) The department's rules and state law require the evaluation of background information **to determine the character, suitability, or competence** of persons who will care for or have unsupervised access to children receiving early learning services or other agency authorized services.

(5) If any provision of this chapter conflicts with any provision in any chapter containing a substantive rule relating to background checks and qualifications of persons who are authorized to care for or have unsupervised access to children receiving early learning services, the provisions in this chapter shall govern.

(6) These rules implement chapters [43.216](#) and [43.43](#) RCW, including, but not limited to, DCYF responsibilities in RCW [43.216.260](#), [43.216.270](#) through [43.216.273](#), and [43.43.830](#) through [43.43.832](#).

(7) These rules are amended to allow for increased and continued portability of background check clearances for subject individuals who are authorized to care for or may have unsupervised access to children receiving early learning services. Under definitions in WAC 110-04-0020

**"Unsupervised access"** means:

- (a) A subject individual will or may have the opportunity to be alone with a child receiving early learning services at any time and for any length of time; and
- (b) Access to a child receiving early learning services that is not within constant visual or auditory range of the individual authorized by DCYF.

## **110-06-0040**

### **Background clearance requirements.**

This section applies to all subject individuals other than in-home/relative providers.

(1) Subject individuals associated with early learning services applying for a first-time background check must complete the background check application process through DCYF to include:

- (a) Submitting a completed background check application;
- (b) Completing the required fingerprint process; and
- (c) Paying all required fees as provided in WAC [110-06-0044](#).

(2) All subject individuals who have been previously qualified by the department to have unsupervised access to children in care and are renewing their applications must:

- (a) Submit the new background check application through DCYF;
- (b) Submit payment of all required fees as provided in WAC [110-06-0044](#); and
- (c) Complete the required fingerprint process if the subject individual lives or has lived outside of Washington state since the previous background check was completed.

(3) Each subject individual completing the DCYF background check process must disclose:

- (a) Whether he or she has been convicted of any crime;
- (b) Whether he or she has any pending criminal charges; and
- (c) Whether he or she has been subject to any negative action, as defined by WAC [110-06-0020](#).

(4) A subject individual must not have unsupervised access to children in care unless he or she has obtained DCYF authorization under this chapter.

(5) A subject individual who has been disqualified by DCYF must not be present on the premises when early learning services are provided to children.

## **110-06-0041**

### **Requirements for early learning service providers.**

(1) This section applies to all providers other than in-home/relative providers.

(2) Early learning services providers must require a subject individual to

complete the DCYF background check application:

- (a) Prior to the date of hire;
- (b) By the date a subject individual age sixteen or older moves onto the premises; or
- (c) By the date a subject individual who lives on the premises turns sixteen years old.

There are also rules about redetermination, failure to report information, fees, and requirements for minors (as young as 13).

## **110-06-0046**

### **Requirements for license-exempt in-home/relative providers.**

- (1) The background check process must be completed for:
  - (a) All license-exempt in-home/relative providers who apply to care for a WCCC consumer's child; and
  - (b) Any individual sixteen years of age or older who is residing with a license-exempt in-home/relative provider when the provider cares for the child in the provider's own home where the child does not reside.
- (2) Additional background checks must be completed for individuals listed in subsection (1)(a) and (b) of this section when an individual sixteen years of age or older is newly residing with a license-exempt in-home/relative provider when the provider cares for the child in the provider's own home where the child does not reside.
- (3) The background check process for license-exempt in-home/relative providers requires:
  - (a) Submitting a completed background check application; and
  - (b) Completing the required fingerprint process.
- (4) Each subject individual completing the DCYF background check process must disclose:
  - (a) Whether he or she has been convicted of any crime;
  - (b) Whether he or she has any pending criminal charges; and
  - (c) Whether he or she has been subject to any negative actions, as defined by WAC [110-06-0020](#).
- (5) A subject individual must not have unsupervised access to children in care unless he or she has obtained DCYF background check clearance authorization under this chapter.
- (6) A subject individual who has been disqualified by DCYF must not be present on the premises when early learning services are provided to children.
- (7) DCYF pays for the cost of the background check process. The fees include:
  - (a) Fingerprint process fees as defined by the Washington state patrol, Federal Bureau of Investigation and the DCYF fingerprint contractor; and
  - (b) The DCYF administrative fee.

## **110-06-0050**

### **Department action following completion of background inquiry.**

As part of the background check process the department will **conduct a character, suitability or competence assessment** as follows:

(1) **Compare the background information with the DCYF secretary's list**, WAC [110-06-0120](#), to determine whether the subject individual must be disqualified under WAC [110-06-0070](#) (1) and (2). In doing this comparison, the department will use the following rules:

(a) A pending charge for a crime or a deferred prosecution is given the same weight as a conviction.

(b) If the conviction has been renamed it is given the same weight as the previous named conviction.

(c) Convictions whose titles are preceded with the word "attempted" are given the same weight as those titles without the word "attempted."

(d) The term "conviction" has the same meaning as the term "conviction record" as defined in RCW [10.97.030](#) and may include convictions or dispositions for crimes committed as either an adult. It may also include convictions or dispositions for offenses for which the person received a deferred or suspended sentence, unless the record has been expunged according to law.

(e) **Convictions and pending charges from other states or jurisdictions will be treated the same** as a crime or pending charge in Washington state. If the elements of the crime from the foreign jurisdiction are not identical or not substantially similar to its Washington equivalent or if the foreign statute is broader than the Washington definition of the particular crime, the defendant's conduct, as evidenced by the indictment or information, will be analyzed to determine whether the conduct would have violated the comparable Washington statute.

(f) The crime will not be considered a conviction for the purposes of the department when the conviction has been the subject of an expungement, pardon, annulment, certification of rehabilitation, or other equivalent procedure based on a finding of the rehabilitation of the person convicted, or the conviction has been the subject of a pardon, annulment, or other equivalent procedure based on a finding of innocence.

(2) Evaluate any negative action information to determine whether the subject individual has any negative actions requiring disqualification under WAC [110-06-0070](#)(3).

(3) Evaluate any negative action information and any other pertinent background information, including nondisqualifying criminal convictions, to determine whether disqualification is warranted under WAC [110-06-0070](#) (5), (6), or (7).

(4) If DCYF has reason to believe that additional information is needed to determine the character, suitability or competence of the subject individual to care for or have unsupervised access to children receiving early learning services, additional information will be requested. The subject individual must provide to the department any additional reports or information that it requests.

## **110-06-0070 Disqualification.**

**Background information that will **disqualify a subject individual**.**

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(1) A subject individual who has a background containing any of the **permanent convictions on the secretary's list**, WAC [110-06-0120](#)(1), will be permanently disqualified from caring for children or having unsupervised access to children receiving early learning services.

(2) A subject individual who has a background containing any of the **nonpermanent convictions on the secretary's list**, WAC [110-06-0120](#)(2), will be disqualified from providing licensed child care, caring for children or having unsupervised access to children receiving early learning services for five years after the conviction date.

(3) A subject individual will be **disqualified** when his or her background **contains a negative action**, as defined in WAC [110-06-0020](#) that relates to:

(a) An act, finding, determination, decision, or the commission of abuse or neglect of a child as defined in chapters [26.44](#) RCW and [110-30](#) WAC.

(b) An act, finding, determination, decision, or commission of abuse or neglect or financial exploitation of a vulnerable adult as defined in chapter [74.34](#) RCW.

(4) A subject individual who has a **"founded" finding for child abuse or neglect will not be authorized** to care for or have unsupervised access to children during the administrative hearing and appeals process.

(5) Background information that may disqualify a subject individual. A subject individual may be disqualified for other negative action(s), as defined in WAC [110-06-0020](#) which reasonably relate to his or her character, suitability, or competence to care for or have unsupervised access to children receiving early learning services.

(6) A subject individual may be disqualified from caring for or having unsupervised access to children if the individual is the subject of a pending child protective services (CPS) investigation.

(7) The department may also disqualify a subject individual if that person has other nonconviction background information that renders him or her unsuitable to care for or have unsupervised access to children receiving early learning services. Among the factors the department may consider are:

(a) The subject individual attempts to obtain a license, certification, or authorization by deceitful means, such as **making false statements or omitting material information on an application**.

(b) The subject individual used illegal drugs or misused or abused prescription drugs or alcohol that either affected their ability to perform their job duties while on the premises when children were present or presented a risk of harm to any child receiving early learning services.

(c) The subject individual attempted, committed, permitted, or assisted in an illegal act on the premises. For purposes of this subsection, a subject individual attempted, committed, permitted, or assisted in an illegal act if he or she knew or reasonably should have known that the illegal act occurred or would occur.

(d) Subject to federal and state law, the subject individual lacks sufficient physical or mental health to meet the needs of children receiving early learning services.

(e) The subject individual had a **license or certification for the care of children or vulnerable adults terminated, revoked, suspended or denied**.

There are other rules following the disqualification rule that talk about the notification process, hearing and limitations on challenges.

## **110-06-0115**

### **Reconsideration of disqualification.**

(1) Subject to the requirements contained in chapter [110-06](#) WAC the department may reconsider an earlier decision to disqualify a subject individual.

(2) For a disqualification based on WAC [110-06-0070](#) (5) or (7)(a), (c), or (e), a disqualified subject individual's request for reconsideration will be granted only if the disqualified subject individual establishes by clear and convincing evidence there has been a change of circumstances since the date of the disqualification that demonstrates there is nothing about the subject individual's character, suitability, or competence that would prevent the subject individual from caring for or having unsupervised access to children receiving early learning services. For purposes of subsection (2) of this section a disqualification based on a "negative action," WAC [110-06-0070](#) (5) or (7)(c) or (e) does not include a decision, final determination, or finding made by an agency or administrative law judge that relates to:

(a) The commission of abuse or neglect of a child as defined in chapters [26.44](#) RCW and [388-15](#) WAC; or

(b) The commission of abuse or neglect of a vulnerable adult as defined in chapter [74.34](#) RCW.

(3) For a disqualification based on any of the circumstances described in WAC [110-06-0070](#) (3) and (7)(b) or (d), a disqualified subject individual's request for reconsideration will be granted only if the disqualified subject individual establishes by clear and convincing evidence there has been a change of circumstances since the date of the disqualification that demonstrates there is nothing about the subject individual's character, suitability, or competence that would constitute a danger to a child's welfare if the individual is allowed to care for or have unsupervised access to children in care.

(4) The department will not reconsider qualifying a subject individual that was disqualified under WAC [110-06-0120](#)(1).

(5) The department will not reconsider qualifying a subject individual that was disqualified under WAC [110-06-0120](#)(2) for a period of five years from the date of the disqualifying conviction.

#### **Chris Parvin**

Provider Supports Administrator

Department of Children, Youth, and Families

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[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)

**From:** [Boone, Emily \(DCYF\)](#)  
**To:** [Parvin, Chris \(DCYF\)](#)  
**Subject:** Background Check Communications  
**Date:** Thursday, May 16, 2019 8:46:00 AM  
**Attachments:** [EPS\\_0007 Background Check Step-by-step Guide.pdf](#)

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Hi Chris,

Attached is the most recent version of the step by step guide and flow chart. Can you please review and let me know if you approve?

Also, I reworked what you sent me (below) which is what we discussed possibly coming from Heather. Can you review it and let me know if you have any changes? Once everything is finalized, we can reach out to Heather and her admin to see about having her send it out. The only final piece we'd need to collect would be which distribution list(s) this will need to be sent to.

Thanks!

Emily

**Email Subject:** Important Information Related to Background Checks

Dear Staff:

Since our transition to DCYF in July 2018, our agency has utilized the DSHS Background Check Central Unit (BCCU) for WSP and FBI results for early learning and child welfare background checks. While the early learning background checks are conducted through an interface with MERIT, child welfare background checks are conducted directly through the BCCU Background Check System (BCS). The BCS was updated in June 2018, just a few days before our agency's transition.

Even after the BCS update, technical issues resulted in slower turnaround times for DCYF background checks. A majority of these issues continue to impact child welfare background checks, as they are processed directly through BCS.

DCYF and DSHS leadership and background check staff meet frequently in an effort to develop a path to fix the technical issues impacting child welfare background checks. Several fixes were completed last October, but DSHS has informed us that the system is not expected to fully stabilize until sometime this June.

As of April 2019, the DSHS BCS is functioning better than previously, but there continues to be a backlog and DCYF turnaround times may extend a week or two beyond DSHS' turnaround times, not including delays associated with rejected forms or applicants scheduling and submitting fingerprints.

- See [DSHS background check turnaround times](#) for more information about BCS issues that may delay fingerprint appointment forms and background check results.

The DCYF background check unit is dedicated to wiping out the backlogged background checks. Our goal is to enter and complete all background checks within one business day of the receipt of the application or final results. This goal may not be achieved until DSHS' system is fully stabilized in June.

### **How Can You Help?**

The background check unit cannot accomplish its goal without your help. Here's what you can do to reduce the time it takes to complete a background check for child welfare purposes:

1. Please do not send a duplicate background check request if you submitted one within the previous three weeks. This will only add to the backlog.
2. The DCYF background check unit receives a lot of inquiry requests for background checks that may have already been completed. Please check your emails and FamLink before inquiring about the status of a previously submitted background check. The background check unit



sends the background check summary to the original requestor and updates the outcome on the background check applicant's Person ID in FamLink under their Background Check tab (see below). Please check these areas before requesting a status update on a background check.

*Subject Type	*Check Type	Request Date	*Start Date	*End Date	*Results/Supporting Documentation	Admin Approval/Waiver Required
Non-Emergent	National	20/00/0000	20/25/2018	20/00/0000	Passed OCA 4879267	<input type="checkbox"/>

### Child Welfare Background Check Process Reminder

BCCU's BCS allows applicants to submit the [Background Check Authorization form online](#) using a [Google Chrome browser](#). This ability shortens the processing time and reduces the likelihood of rejected forms that are illegible or incomplete.

Please see the attached document which includes a Child Welfare Provider Step-by-Step Guide and Process Flow for requesting a background check for the purposes of adoption, contracts, group care, foster care licensing, placement, unsupervised access and other child welfare purposes.

**Remember:** you must also review the child welfare history of every applicant who passed the background check before you can authorize the individual for the purpose of the background check. This information is located in FamLink and other DCYF electronic and hard file records.

DCYF's [Background Checks policy](#) was updated on October 1 and now includes a [Guide to Background Checks](#) for a quick reference of the background check types required for each purpose. The guide is written so you can identify and understand the process as it relates to your child welfare program.

### Early Learning Background Checks

Please visit the [Early Learning Background Checks](#) website for information about this process. Child care and early learning services applicants must meet new federal background check requirements under the Child Care and Development Fund Block Grant Act (CCDF). DCYF must now request child abuse and neglect history record checks from every state an applicant has lived within five years of application. Each state has different requirements which can delay the completion of the background check. The background check unit will let you know of any delays and what is required to complete these checks.

### Stay Tuned: New Things Are Coming!

Our background check team is working with IT to develop a better child welfare background check platform for the future. We appreciate your patience during this process.

### Questions? Contact:

- Child Welfare Background Check Unit at 360-407-5500 or [cabc@dcyf.wa.gov](mailto:cabc@dcyf.wa.gov)
- Early Learning Background Check Unit at 866-482-4325 (option 4) or [backgroundcheck@dcyf.wa.gov](mailto:backgroundcheck@dcyf.wa.gov)

**From:** [Downing, William \(DCYF\)](#)  
**To:** [Boone, Emily \(DCYF\)](#)  
**Subject:** EPS\_0007 Background Check Step-by-step Guide FOR REVIEW  
**Date:** Monday, May 13, 2019 5:11:00 PM  
**Attachments:** [EPS\\_0007 Background Check Step-by-step Guide.pdf](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

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Hi Emily,

So I added a newly created flowchart in InDesign to an updated version of the file you created.

It was just going to be too much work to rig the accessibility features if we combined the files.

I took a shot and added the urls (I have a few questions about those).

Let me know what you think. We can talk tomorrow.

Thanks!

Bill Downing

Graphic Designer, Senior

Department of Children, Youth, & Families

360.407.1625 | [www.dcyf.wa.gov](http://www.dcyf.wa.gov)



**From:** [Anderson, Lori \(DCYF\)](#)  
**To:** [Jenn WCCA](#); [Katy Warren](#); [lwebb@seiu925.org](mailto:lwebb@seiu925.org)  
**Cc:** [Joel Ryan](#); [Tyler Bass](#)  
**Subject:** draft background check rules  
**Date:** Thursday, May 9, 2019 12:40:00 PM  
**Attachments:** [draft background check rules.docx](#)  
[Provider Update.docx](#)  
[Draft background check rules feedback.xlsx](#)

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Hello all,

As promised, attached are the draft background check rules (WACs 110-16-0040 and 110-16-0041), an Excel worksheet that you will use to provide feedback to me, and the provider update sent earlier to explain the federal requirements that are driving the rule changes.

Please review the draft rules with your community and then complete and submit the attached worksheet to me by the end of Wednesday, May 22. I will return a consolidated worksheet to you on May 24.

I am scheduling a pre-negotiation meeting for you, Chris Parvin and Matt Judge, DCYF's Background Check Administrator and CCDF Administrator, respectively, to discuss feedback and see if any concerns can be resolved before the ELAC meeting. Available meeting times are:

Wednesday, May 29 1, 2, or 3 PM

Thursday, May 30 9 AM or 1, 2, or 3 PM

We'll meet via WebEx and reserve an hour, but I expect that we'll be done in 45 minutes or less.

Your action items are:

1. Let me know by the end of the day tomorrow which of the May 29 or 30 meeting times work best for you, and
2. Share the attached draft rules with your community, collect their feedback, and complete and return to me the attached Excel worksheet by the end of Wednesday, May 22.

Thank you!

Lori Anderson

Rules & Policies Unit

Department of Children, Youth, and Families

P. O. Box 40975

Olympia, WA 98504-0975

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

(360) 725-4670

**From:** [Boone, Emily \(DCYF\)](#)  
**To:** [Parvin, Chris \(DCYF\)](#)  
**Subject:** FW: EPS\_0007\_Background Check Process Flow FOR REVIEW  
**Date:** Wednesday, May 8, 2019 3:54:00 PM  
**Attachments:** [EPS\\_0007\\_Background Check Process Flow FOR REVIEW.pdf](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)

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Hi Chris,

I wanted to check in on the process flow I sent over the other week. Is it okay or would you like to see any changes made?

**Emily Boone**

Communications Consultant

[Department of Children, Youth, and Families](#)

P.O. Box 40975 | 1500 Jefferson Street SE

Olympia, WA 98504-0975

360-407-1650



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**From:** Boone, Emily (DCYF)

**Sent:** Friday, April 26, 2019 10:06 AM

**To:** Parvin, Chris (DCYF)

**Subject:** FW: EPS\_0007\_Background Check Process Flow FOR REVIEW

Hi Chris,

Please see attached and let me know if any changes are needed.

Thank you,

Emily

**Emily Boone**

Communications Consultant

[Department of Children, Youth, and Families](#)

P.O. Box 40975 | 1500 Jefferson Street SE

Olympia, WA 98504-0975

360-407-1650



---

**From:** Downing, William (DCYF) <[william.downing@dcyf.wa.gov](mailto:william.downing@dcyf.wa.gov)>

**Sent:** Friday, April 26, 2019 10:02 AM

**To:** Boone, Emily (DCYF) <[emily.boone@dcyf.wa.gov](mailto:emily.boone@dcyf.wa.gov)>

**Subject:** EPS\_0007\_Background Check Process Flow FOR REVIEW

Hi Emily,

Proof attached. Please review and let me know if it's approved.

Thanks!

Bill Downing

Graphic Designer, Senior

Department of Children, Youth, & Families

360.407.1625 | [www.dcyf.wa.gov](http://www.dcyf.wa.gov)



**From:** [Anderson, Lori \(DCYF\)](#)  
**To:** [Judge, Matt \(DCYF\)](#)  
**Subject:** DEL background check rules  
**Date:** Friday, May 3, 2019 12:51:03 PM  
**Attachments:** [ch110-06WACPublic.docx](#)

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Hi Matt –

Attached are draft amendments to sections 0040 and 0041. 0040 will bring into compliance the licensees who need to be fingerprinted and 0041 will bring new hires into compliance. Do you think other changes are needed for federal compliance? I'm meeting with Chris Tuesday afternoon to review drafts and discuss plans for sharing drafts with centers, family homes, and Head Start/ECEAP before the ELAC meeting.

Lori Anderson

Rules & Policies Unit

Department of Children, Youth, and Families

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(360) 725-4670

**From:** [OTS](#)  
**To:** [Anderson, Lori \(DCYF\)](#)  
**Subject:** RE: WAC order  
**Date:** Thursday, May 2, 2019 2:12:07 PM  
**Attachments:** [ch110-06WACPublic.docx](#)

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Here you go, Lori ☺

Best regards,

Barbara Campbell

OTS Assistant Editor

360-786-7564

[Barbara.Campbell@leg.wa.gov](mailto:Barbara.Campbell@leg.wa.gov)

[OTS@leg.wa.gov](mailto:OTS@leg.wa.gov)

[http://www.leg.wa.gov/codereviser/pages/washington\\_state\\_register.aspx](http://www.leg.wa.gov/codereviser/pages/washington_state_register.aspx)

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**From:** Anderson, Lori (DCYF)  
**Sent:** Thursday, May 2, 2019 2:08 PM  
**To:** OTS  
**Subject:** WAC order

Please send me chapter 110-06. Thanks!

Lori Anderson

Rules & Policies Unit

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P. O. Box 40975

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(360) 725-4670

**From:** [Parvin, Chris \(DCYF\)](#)  
**To:** [Geiger, Barbara \(DCYF\)](#)  
**Subject:** RE: contractor background check flow  
**Date:** Thursday, May 2, 2019 12:29:39 PM  
**Attachments:** [EPS 0007 Background Check Process Flow FOR REVIEW.pdf](#)  
[Background Check Guide draft for review.pdf](#)

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Yes, this is what I was talking about yesterday and our work with Communications. This is the draft that needs a little tweaking, but you get the idea.

**Chris Parvin**

Provider Supports Administrator  
Department of Children, Youth, and Families  
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---

**From:** Geiger, Barbara (DCYF)  
**Sent:** Thursday, May 2, 2019 12:26 PM  
**To:** Parvin, Chris (DCYF)  
**Subject:** contractor background check flow

This is on our intranet – is it still current? Would it be possible to update if needed/add timelines?

<http://insideca.dshs.wa.gov/intranet/pdf/policy/bg-Contractsprocess.pdf>

I will be setting up a meeting with you, me, Tim and Steve Cotter to talk about the process for contractor checks. Having a current version of this might be helpful.

**Barb Geiger**

Office Chief  
Department of Children, Youth, and Families  
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Box 40983  
Olympia, WA 98504  
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[barbara.geiger@dcyf.wa.gov](mailto:barbara.geiger@dcyf.wa.gov) | 360-902-7936 (desk) | 360-271-1665 (cell)



**From:** [Parvin, Chris \(DCYF\)](#)  
**To:** [Rose, Nicole \(DCYF\)](#)  
**Subject:** RE: DCYF Background Check Process  
**Date:** Tuesday, April 30, 2019 7:30:22 AM

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I'll verify a timeframe when Meryl is done, but so far we're seeing an average of **six (6) calendar days** from the time the applicant submits fingerprints to when we get the results from DSHS. This includes the time it takes DSHS, WSP and FBI to do their work.

Unfortunately we did not create a column to track or separate those with or without an administrative review. Jim provided data showing an average of 19 days (18.69) to do an administrative review for group care applicants. Obviously this is more than the 16-day average to complete the entire background check process from when the background check unit receives the request from Licensing until we send the final results back to Licensing. That tells you the 16 days is on the high end.

We may be able to separate those, not sure.

We enter all requests the same day we receive them, so yes they are all entered. But not all are finished because we are waiting for applicant to fingerprint. Once Meryl finishes those entries we'll know exactly how many are still pending. Also, pending may mean the applicant no longer works for the agency and we wouldn't know that. We also finish the background check the same day we receive results from BCCU so the number pending is exactly that and will not include other work we need to do.

**Chris Parvin**

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---

**From:** Rose, Nicole (DCYF)  
**Sent:** Tuesday, April 30, 2019 7:21 AM  
**To:** Parvin, Chris (DCYF)  
**Subject:** RE: DCYF Background Check Process

Thanks, Chris. On average, how long is it taking the applicant to get their fingerprints?

Also – what is the average without an admin review?

Are all requests entered? How many are waiting for final results?

Thanks to you and your team for gathering this data.

*Nicole*

Nicole Rose  
Director of Eligibility and Provider Supports  
Department of Children, Youth, and Families  
P.O. Box 40970 | 505 Union Ave SE, Suite #250  
Olympia WA 98504-0970  
[www.dcyf.wa.gov](http://www.dcyf.wa.gov)  
[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | ☎ (360)407-3697 | Cell (360) 333-9802

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**From:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Sent:** Tuesday, April 30, 2019 6:35 AM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Subject:** RE: DCYF Background Check Process

Good morning,

The attached e-mail was based on Meryl's work and not all group care background checks (master log). Meryl started her log in February, but she will get this same information for ALL since October. Looking at the attached, the average is **16 calendar days** (two weeks) from the time we receive the application from Licensing until we send Licensing the final results. This includes an administrative review, when required. It also includes when we use prior fingerprints, which may offset the lengthier administrative review turnaround time. We see Licensing submitting duplicate requests because an applicant moves over to another agency. An applicant may work at more than one agency and I believe Licensing is making them do the background check each time. The reason, according to Licensing, is they base the 3-year renewal date on the agency and not the applicant. Without a system like MERIT I can see why Licensing does it this way.

When you add the time it takes the applicant to submit their application to the agency and the agency to send to Licensing, the total turnaround time is **31 calendar days** (double). It appears there is much room for streamlining that part of the process.

I'll get you an average using all the background checks later today. Also, many of the blank ones on the spreadsheet may still be pending. Now that we can see what 120 days looks like we see some applicants haven't printed within the required timeframe and Licensing will need to see if they're still working. This is another downside to provisional hire – the tracking of compliance.

Chris

**Chris Parvin**

Provider Supports Administrator

Department of Children, Youth, and Families

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**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Monday, April 29, 2019 8:05 PM

**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** Re: DCYF Background Check Process

Thanks, Chris. Appreciate all of this.

Nicole Rose

Director, Eligibility and Provider Supports

Department of Children, Youth, and Families

[360-407-3697](tel:3604073697) or Cell 360-333-9802

---

On: 29 April 2019 19:57,

"Parvin, Chris (DCYF)" <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)> wrote:

I will pin that down tomorrow. Meryl came in today and worked on updating the spreadsheet and should have it by tomorrow. I will provide an average based on all the numbers and that will be over 1,000 background checks so it'll be solid.

**Chris Parvin**

Provider Supports Administrator  
Department of Children, Youth, and Families  
P.O. Box 40993 | 1310 Jefferson St. SE, Suite #208  
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[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)

---

On: 29 April 2019 18:30,  
"Rose, Nicole (DCYF)" <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)> wrote:

Can you give me a real true estimate of this? Are we still sitting at about two weeks?

Nicole Rose  
Director, Eligibility and Provider Supports  
Department of Children, Youth, and Families  
[360-407-3697](tel:3604073697) or Cell 360-333-9802

---

**From:** "Hunter, Ross (DCYF)" <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>  
**Subject:** RE: DCYF Background Check Process  
**Date:** 29 April 2019 17:47  
**To:** "Rose, Nicole (DCYF)" <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

This is going to be aggravating for BRS providers, but with their turnover there would never be a moment to have a stable staff if we allow provisionals. How quick is the process now, if the employee is quick about their part?

Ross Hunter  
Secretary  
WA State Department of Children, Youth, and Families  
w (360) 407-7909  
c (360) 515-8972  
[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

---

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>  
**Sent:** Friday, April 26, 2019 12:04 PM  
**To:** 'Puckett, Summer (ACF)' <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>  
**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>; Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>; Becker, Jody (DCYF) <[jody.becker@dcyf.wa.gov](mailto:jody.becker@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Moss, Heather (DCYF) <[heather.moss@dcyf.wa.gov](mailto:heather.moss@dcyf.wa.gov)>; Heddin, Jenny (DCYF) <[jenny.heddin@dcyf.wa.gov](mailto:jenny.heddin@dcyf.wa.gov)>  
**Subject:** RE: DCYF Background Check Process

Hi Summer –

Thank you for the review of our provisional hire process. As we discussed in December, the provisional hire process was essential as we transitioned to a new background check system in June 2018, which slowed background check processing times. DCYF is dependent on other agencies and the individual applicant for portions of the background check process. We also shared that not allowing provisional hires could lead to the following outcomes:

- Increased number of transitions a child may experience.
- Reduced number of beds available for children in out-of-home placement and in particular those children and youth with the highest needs, including those children and youth eligible for Behavior Rehabilitation Services and Emergency Placement Services.
- Increased number of hotel stays.
- Increased costs associated with placement.

We continue to hear from providers serving children the difficulty with hiring and retaining staff. That being said, we understand the guidance from the Children's Bureau, Administration for Children and Families related to background checks. DCYF will ensure that all adults had fingerprints results in place for the period of claiming for IV-E eligible placements, beginning October 1, 2018.

DCYF will no longer allow provisional hires for employees of Child Care Institutions (CCI) as of July 1, 2019. We will update any needed policies and documents by July 1. In the meantime, DCYF will not draw down IV-E funds for children placed in facilities that had a provisional hire on site.

Thanks again for researching this. As always, please let me know if you have any questions or need additional information.

Best,

Nicole

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

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**From:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>

**Sent:** Thursday, April 11, 2019 12:09 PM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khri (DCYF) <[khri.blumer@dcyf.wa.gov](mailto:khri.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>; Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>; Becker, Jody (DCYF) <[jody.becker@dcyf.wa.gov](mailto:jody.becker@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Moss, Heather (DCYF) <[heather.moss@dcyf.wa.gov](mailto:heather.moss@dcyf.wa.gov)>; Heddin, Jenny (DCYF) <[jenny.heddin@dcyf.wa.gov](mailto:jenny.heddin@dcyf.wa.gov)>

**Subject:** RE: DCYF Background Check Process

Thank you!

Summer

Summer Puckett, MSW

Children's Bureau, ACF/US DHHS Region 10

phone: 206.615.3659

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Thursday, April 11, 2019 12:06 PM

**To:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khri (DCYF) <[khri.blumer@dcyf.wa.gov](mailto:khri.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin,

Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>; Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>; Becker, Jody (DCYF) <[jody.becker@dcyf.wa.gov](mailto:jody.becker@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Moss, Heather (DCYF) <[heather.moss@dcyf.wa.gov](mailto:heather.moss@dcyf.wa.gov)>; Heddin, Jenny (DCYF) <[jenny.heddin@dcyf.wa.gov](mailto:jenny.heddin@dcyf.wa.gov)>

**Subject:** RE: DCYF Background Check Process

Thanks, Summer. We will review your guidance and our IV-E plan and get back to you with next steps by April 30.

Best,

Nicole

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

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**From:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>

**Sent:** Thursday, April 11, 2019 12:02 PM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>; Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>; Becker, Jody (DCYF) <[jody.becker@dcyf.wa.gov](mailto:jody.becker@dcyf.wa.gov)>

**Subject:** RE: DCYF Background Check Process

**Importance:** High

Hello Ross, Nicole and DCYF partners,

Below is guidance from our Central Office regarding WA's request to use the state's 120 day provisional hire process as meeting the title IV-E requirements. The guidance is the same as what we've previously provided in determining that WA's process does not meet the title IV-E eligibility requirements established by the Family First Prevention Services Act (FFPSA).

**Question:** Washington has a one hundred twenty-day provisional hire process that allows an employee to have unsupervised access to children, juveniles, and vulnerable adults on a provisional basis pending the results of their Federal Bureau of Investigation (FBI) background check. How does this impact claiming for title IV-E foster care maintenance payments?

**Answer:** As you know, FFPSA changed the safety requirements for childcare institution (CCI) staff to require all adults working in the CCI to have an NCID check. As such, even if state law provides for provisional hires to work without an NCID check being completed, an agency may not claim title IV-E on behalf of a child placed in the CCI unless all adults working in the CCI have had such checks completed. Therefore, for title IV-E eligibility purposes, if a child is placed in a CCI and the agency claims title IV-E on the child's behalf during that placement, the agency must ensure that all of the adults working, including any "provisional hires," have had NCID checks completed during the period of claiming. We will provide further information

on how we will review the criminal record checks during title IV-E reviews at a future date.

**Next steps:**

If WA chooses to continue the 120 day provisional hire process, the state will need to have clear policies and procedures regarding title IV-E eligibility and claiming that reflect the title IV-E requirements. Please review the state's documentation cited in the approved title IV-E plan to determine if revisions need to be made to accurately reflect the state's process and title IV-E eligibility and/or if additional documentation needs to be submitted. **Please let us know the state's decisions and next steps by April 30, 2019.**

Regards,

*Summer*

*Summer Puckett, MSW*

*Child Welfare Program Specialist*

*Children's Bureau, ACF/US DHHS Region 10*

*701 5<sup>th</sup> Ave, Suite 1600, MS-73 (physical location 15<sup>th</sup> floor Suite 1510)*

*Seattle, WA 98104*

*phone: 206.615.3659*

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**From:** Puckett, Summer (ACF)

**Sent:** Wednesday, February 6, 2019 4:20 PM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>; Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>

**Subject:** RE: DCYF Background Check Process

Hi Nicole,

Thanks for the response. We do not have an timeframe for a response from our central office/OGC and we're hopeful by March but can't guarantee a date.

Thanks,

*Summer*

*Summer Puckett, MSW*

*Children's Bureau, ACF/DHHS Region 10*

*phone: 206.615.3659*

---

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Tuesday, February 5, 2019 2:40 PM

**To:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>; Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>

**Subject:** RE: DCYF Background Check Process

Thanks, Summer for the update. We will continue our internal discussion about tracking these hires as well as appropriately claiming funds.

Do you have a timeframe for the response from your central office and General Counsel?

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports

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[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | ☎ (360)407-3697 | Cell (360) 333-9802

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**From:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>

**Sent:** Tuesday, February 5, 2019 1:50 PM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>; Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>

**Subject:** RE: DCYF Background Check Process

Nicole and WA DCYF staff,

We are sending an update that our Office of General Counsel, in coordination with our central office, is reviewing the information you sent in the December 20 email, and we'll provide another update as soon as we have one.

In the meantime, we want to remind WA of the Family First Prevention Services Act (FFPSA) requirements effective 10/1/2018 and the Children's Bureau's prior guidance that with the changes in FFPSA requiring all adults working in group care facilities to have FBI fingerprint background checks, **WA will not be able to claim title IV-E for children placed in facilities where staff working in the facility have not completed the required background checks.** The state's 120 day provisional hire process that allows staff to have unsupervised access to children while pending the FBI fingerprint background check results is not part of the state's approved title IV-E plan that was submitted with the 9/30/2018 title IV-E amendment that addresses the FFPSA requirements, nor was the 120 day provision submitted as a subsequent amendment to the IV-E plan under the alternative procedures provision using the guidelines provided in Program Instructions 18-07. Until/unless we release further guidance and are able to allow for a procedure like the state has put forward, the state is not allowed to claim title IV-E for these placements. I've attached the Program Instructions 18-07, issued July 9, 2018, for reference; pages 5-6 are the primary pages where these requirements are discussed.

We are aware that WA has put into place emergency rules/revisions to WACs and RCWs that allows for this 120 day provisional hire process effective 10/1/2018 and 1/29/2019, and the state's stated purpose/reason for these changes are to align with the Family First Act and to continue receiving title IV-E funding. However, we are confused by this wording and stated purposes, as the 120 day provisional hire process has not been approved by the Children's Bureau as meeting the FFPSA requirements, and is actually contrary to the guidance provided to title IV-E agencies thus far, and has not been approved for title IV-E claiming at this time.

As soon as we receive a response from our central office and Office of General Counsel, we will be in touch with you.

Regards,

*Summer*

*Summer Puckett, MSW*

*Child Welfare Program Specialist*

*Children's Bureau, ACF/DHHS Region 10*

*701 5<sup>th</sup> Ave, Suite 1600, MS-73 (physical location 15<sup>th</sup> floor Suite 1510)*



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phone: 206.615.3659

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**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Monday, January 14, 2019 8:50 AM

**To:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>

**Subject:** RE: DCYF Background Check Process

Thanks for the update!

Nicole

Nicole Rose

Director of Eligibility and Provider Supports  
Department of Children, Youth, and Families  
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**From:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>

**Sent:** Monday, January 14, 2019 8:41 AM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>

**Subject:** RE: DCYF Background Check Process

Hi Nicole,

Thanks, hope you had a great holiday season also!

We are working with our central office to review the information you sent and will get back to you as soon as we're able. I haven't heard an estimated response time yet but will let you know when we do.

Regards,

Summer

Summer Puckett, MSW  
Children's Bureau, ACF/DHHS Region 10  
phone: 206.615.3659

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**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Monday, January 14, 2019 8:11 AM

**To:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>

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**Subject:** RE: DCYF Background Check Process

Hi Summer –



I hope you had a good holiday season. Just wanted to check in and see if there are any updates on this. Please let me know!

Thanks,

Nicole

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

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**From:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>

**Sent:** Friday, December 21, 2018 8:45 AM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>

**Subject:** RE: DCYF Background Check Process

Hi Nicole,

Thanks for the information. We will review and get back to you as soon as we're able.

Regards,

Summer

Summer Puckett, MSW

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---

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Thursday, December 20, 2018 1:05 PM

**To:** Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>; Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>

**Subject:** DCYF Background Check Process

Hi Paula and Summer –

Thank you for taking the time to connect this week about our provisional hire and background check process. This is a follow-up to our phone conversation this week.

The ACYF-CB-PI-18-07, page 5 states:

*Title IV-E agencies may use alternative procedures to conduct criminal records and child abuse registry checks; however, if the agency elects to use an alternate procedure, the agency must describe in Attachment IX of the Pre-Print why the procedures required in section 471(a)(20)(D) of the Act for conducting the checks are inappropriate for the agency. The alternate procedures, however, must still provide for conducting both checks on every adult working in the institution.*

The Department of Children, Youth, and Families (DCYF) would like to submit our provisional hire background check process as an alternate procedure to meeting the Family First Prevention Services Act (FFPSA) background check requirements. In June of 2018, the Department of Social and Health

Services (DSHS) implemented a new Background Check System (BCS). The implementation of this system has been challenging and has slowed background check processing times at DSHS. This has in turn slowed some of DCYF processing times, which has led to delays in receiving completed fingerprints.

For those staff that meet the provisional hire requirements in Chapter 110-05 Washington Administrative Code (WAC), an interim clearance is completed using the in-state background check process, while waiting for the results of the fingerprints. It is inappropriate for the agency to expect a completed fingerprint background check prior to the employee starting work, especially when the process for completing the background checks depends upon another agency and the applicant. Hiring staff to work in child care institutions is challenging right now. Providers have shared the struggle to keep staff in entry level positions, which can create high turnover. Not allowing this alternate procedure could lead to the following outcomes:

- Increased number of transitions a child may experience.
- Reduced number of beds available for children in out-of-home placement and in particular those children and youth with the highest needs, including those children and youth eligible for Behavior Rehabilitation Services and Emergency Placement Services.
- Increased number of hotel stays.
- Increased costs associated with placement.

DCYF has filed an emergency rule change for 120-day provisional hires (Chapter 110-05 WAC) to meet the new FFPSA requirements. See attachment.

- This allows for group care staff to have supervised or unsupervised access to children, juveniles, and vulnerable adults on a provisional basis pending the results of their fingerprint-based background check.
- The provisional hire is allowed when the individual has lived in Washington for three consecutive years before submitting their application, cleared the state background check process, and submitted fingerprints.
- Our in-state background checks include:
  - Founded findings of child abuse or neglect (CA/N) made by DCYF.
  - Current and previous self-disclosures of criminal or negative action history.
  - Conviction information from the Washington State Patrol (WSP), Administrative Office of the Courts (AOC), Department of Corrections (DOC) and prior Federal Bureau of Investigation (FBI) results received by the department.
  - Negative actions issued by DCYF, Department of Health (DOH), and DSHS.
  - Sex offender registry.
  - Out-of-state CA/N history, when applicable.
  - Western Identification Network (WIN) conviction information.

DCYF feels the comprehensive in-state background check provides a safety net. This in-state check provides interim results while waiting for the fingerprint results.

DCYF policy clearly states that DCYF must complete a background check as specified in the Guide to Background Checks (attached) on all group care facility staff, including those not working directly with children, prior to authorizing employment.

Further, the guide goes on to state that DCYF staff must follow Chapters 110-04, 110-05, and 110-145 WACs when authorizing an individual to be employed on a provisional basis (highlighted on the attached document). Chapter 110-05 is the WAC related to provisional hires.

DCYF could strengthen language in our Background Check policy to clearly state our interim

clearance and provisional hire process. Proposed language could read:

*DCYF must complete a background check as specified in the Guide to Background Checks on all group care facility staff, including those not working directly with children, prior to authorizing employment. For individuals that meet the requirements in WAC 110-05, an interim clearance and provisional hire can happen while awaiting fingerprint results.*

**Provisional Hire Data**

The average turnaround time for ALL group care applicants to complete fingerprints as federally required is 20 calendar days. We found the average turnaround time for provisional hire applicants to complete fingerprints was also 20 calendar days. When considering our federal disqualifying crimes found in the Adoption and Safe Families Act of 1997 as required in [RCW 74.13.700](#), no provisional hires had disqualifications.

Please let us know if you need any additional information as you review this.

Best,

Nicole

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

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[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | ☎ (360)407-3697 | Cell (360) 333-9802

**From:** [Puckett, Summer \(ACF\)](#)  
**To:** [Rose, Nicole \(DCYF\)](#)  
**Cc:** [Tang, Hung \(DCYF\)](#); [Mathis, Shannon \(DCYF\)](#); [Parvin, Chris \(DCYF\)](#); [Reeves, Ruben \(DCYF\)](#); [Hunter, Ross \(DCYF\)](#); [Bentz, Paula \(ACF\)](#); [Becker, Jody \(DCYF\)](#); [Parvin, Chris \(DCYF\)](#); [Moss, Heather \(DCYF\)](#); [Heddin, Jenny \(DCYF\)](#)  
**Subject:** RE: DCYF Background Check Process  
**Date:** Friday, April 26, 2019 12:54:52 PM

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Hi Nicole,

Thank you for the response and information, and for amending your process to ensure IV-E is not claimed for those placements not eligible. After the state has updated the relevant policies and procedures, please submit an updated title IV-E state plan.

Regards,

**Summer**

*Summer Puckett, MSW*

*Children's Bureau, ACF/US DHHS Region 10*

*phone: 206.615.3659*

---

**From:** Rose, Nicole (DCYF)  
**Sent:** Friday, April 26, 2019 12:04 PM  
**To:** Puckett, Summer (ACF)  
**Cc:** Tang, Hung (DCYF) ; Mathis, Shannon (DCYF) ; Parvin, Chris (DCYF) ; Reeves, Ruben (DCYF) ; Hunter, Ross (DCYF) ; Bentz, Paula (ACF) ; Becker, Jody (DCYF) ; Parvin, Chris (DCYF) ; Moss, Heather (DCYF) ; Heddin, Jenny (DCYF)  
**Subject:** RE: DCYF Background Check Process

Hi Summer –

Thank you for the review of our provisional hire process. As we discussed in December, the provisional hire process was essential as we transitioned to a new background check system in June 2018, which slowed background check processing times. DCYF is dependent on other agencies and the individual applicant for portions of the background check process. We also shared that not allowing provisional hires could lead to the following outcomes:

- Increased number of transitions a child may experience.
- Reduced number of beds available for children in out-of-home placement and in particular those children and youth with the highest needs, including those children and youth eligible for Behavior Rehabilitation Services and Emergency Placement Services.
- Increased number of hotel stays.
- Increased costs associated with placement.

We continue to hear from providers serving children the difficulty with hiring and retaining staff. That being said, we understand the guidance from the Children's Bureau, Administration for Children and Families related to background checks. DCYF will ensure that all adults had fingerprints results in place for the period of claiming for IV-E eligible placements, beginning October 1, 2018.

DCYF will no longer allow provisional hires for employees of Child Care Institutions (CCI) as of July 1, 2019. We will update any needed policies and documents by July 1. In the meantime, DCYF will not draw down IV-E funds for children placed in facilities that had a provisional hire on site.

Thanks again for researching this. As always, please let me know if you have any questions or need additional information.

Best,

## Nicole

Nicole Rose

Director of Eligibility and Provider Supports

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---

**From:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>

**Sent:** Thursday, April 11, 2019 12:09 PM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>; Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>; Becker, Jody (DCYF) <[jody.becker@dcyf.wa.gov](mailto:jody.becker@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Moss, Heather (DCYF) <[heather.moss@dcyf.wa.gov](mailto:heather.moss@dcyf.wa.gov)>; Heddin, Jenny (DCYF) <[jenny.heddin@dcyf.wa.gov](mailto:jenny.heddin@dcyf.wa.gov)>

**Subject:** RE: DCYF Background Check Process

Thank you!

## Summer

*Summer Puckett, MSW*

*Children's Bureau, ACF/US DHHS Region 10*

*phone: 206.615.3659*

---

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Thursday, April 11, 2019 12:06 PM

**To:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>; Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>; Becker, Jody (DCYF) <[jody.becker@dcyf.wa.gov](mailto:jody.becker@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Moss, Heather (DCYF) <[heather.moss@dcyf.wa.gov](mailto:heather.moss@dcyf.wa.gov)>; Heddin, Jenny (DCYF) <[jenny.heddin@dcyf.wa.gov](mailto:jenny.heddin@dcyf.wa.gov)>

**Subject:** RE: DCYF Background Check Process

Thanks, Summer. We will review your guidance and our IV-E plan and get back to you with next steps by April 30.

Best,

## Nicole

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

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---

**From:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>

**Sent:** Thursday, April 11, 2019 12:02 PM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khri (DCYF) <[khri.blumer@dcyf.wa.gov](mailto:khri.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>; Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>; Becker, Jody (DCYF) <[jody.becker@dcyf.wa.gov](mailto:jody.becker@dcyf.wa.gov)>

**Subject:** RE: DCYF Background Check Process

**Importance:** High

Hello Ross, Nicole and DCYF partners,

Below is guidance from our Central Office regarding WA's request to use the state's 120 day provisional hire process as meeting the title IV-E requirements. The guidance is the same as what we've previously provided in determining that WA's process does not meet the title IV-E eligibility requirements established by the Family First Prevention Services Act (FFPSA).

Question: Washington has a one hundred twenty-day provisional hire process that allows an employee to have unsupervised access to children, juveniles, and vulnerable adults on a provisional basis pending the results of their Federal Bureau of Investigation (FBI) background check. How does this impact claiming for title IV-E foster care maintenance payments?

Answer: As you know, FFPSA changed the safety requirements for childcare institution (CCI) staff to require all adults working in the CCI to have an NCID check. As such, even if state law provides for provisional hires to work without an NCID check being completed, an agency may not claim title IV-E on behalf of a child placed in the CCI unless all adults working in the CCI have had such checks completed. Therefore, for title IV-E eligibility purposes, if a child is placed in a CCI and the agency claims title IV-E on the child's behalf during that placement, the agency must ensure that all of the adults working, including any "provisional hires," have had NCID checks completed during the period of claiming. We will provide further information on how we will review the criminal record checks during title IV-E reviews at a future date.

**Next steps:**

If WA chooses to continue the 120 day provisional hire process, the state will need to have clear policies and procedures regarding title IV-E eligibility and claiming that reflect the title IV-E requirements. Please review the state's documentation cited in the approved title IV-E plan to determine if revisions need to be made to accurately reflect the state's process and title IV-E eligibility and/or if additional documentation needs to be submitted. **Please let us know the state's decisions and next steps by April 30, 2019.**

Regards,

**Summer**

*Summer Puckett, MSW*

*Child Welfare Program Specialist*

*Children's Bureau, ACF/US DHHS Region 10*

701 5<sup>th</sup> Ave, Suite 1600, MS-73 (physical location 15<sup>th</sup> floor Suite 1510)  
Seattle, WA 98104  
phone: 206.615.3659

---

**From:** Puckett, Summer (ACF)

**Sent:** Wednesday, February 6, 2019 4:20 PM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>; Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>

**Subject:** RE: DCYF Background Check Process

Hi Nicole,

Thanks for the response. We do not have an timeframe for a response from our central office/OGC and we're hopeful by March but can't guarantee a date.

Thanks,

**Summer**

*Summer Puckett, MSW*

*Children's Bureau, ACF/DHHS Region 10*

*phone: 206.615.3659*

---

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Tuesday, February 5, 2019 2:40 PM

**To:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>; Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>

**Subject:** RE: DCYF Background Check Process

Thanks, Summer for the update. We will continue our internal discussion about tracking these hires as well as appropriately claiming funds.

Do you have a timeframe for the response from your central office and General Counsel?

**Nicole**

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

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---

**From:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>

**Sent:** Tuesday, February 5, 2019 1:50 PM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>; Hunter, Ross (DCYF) <[ross.hunter@dcyf.wa.gov](mailto:ross.hunter@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>

**Subject:** RE: DCYF Background Check Process

Nicole and WA DCYF staff,

We are sending an update that our Office of General Counsel, in coordination with our central office, is reviewing the information you sent in the December 20 email, and we'll provide another update as soon as we have one.

In the meantime, we want to remind WA of the Family First Prevention Services Act (FFPSA) requirements effective 10/1/2018 and the Children's Bureau's prior guidance that with the changes in FFPSA requiring all adults working in group care facilities to have FBI fingerprint background checks, **WA will not be able to claim title IV-E for children placed in facilities where staff working in the facility have not completed the required background checks.** The state's 120 day provisional hire process that allows staff to have unsupervised access to children while pending the FBI fingerprint background check results is not part of the state's approved title IV-E plan that was submitted with the 9/30/2018 title IV-E amendment that addresses the FFPSA requirements, nor was the 120 day provision submitted as a subsequent amendment to the IV-E plan under the alternative procedures provision using the guidelines provided in Program Instructions 18-07. Until/unless we release further guidance and are able to allow for a procedure like the state has put forward, the state is not allowed to claim title IV-E for these placements. I've attached the Program Instructions 18-07, issued July 9, 2018, for reference; pages 5-6 are the primary pages where these requirements are discussed.

We are aware that WA has put into place emergency rules/revisions to WACs and RCWs that allows for this 120 day provisional hire process effective 10/1/2018 and 1/29/2019, and the state's stated purpose/reason for these changes are to align with the Family First Act and to continue receiving title IV-E funding. However, we are confused by this wording and stated purposes, as the 120 day provisional hire process has not been approved by the Children's Bureau as meeting the FFPSA requirements, and is actually contrary to the guidance provided to title IV-E agencies thus far, and has not been approved for title IV-E claiming at this time.

As soon as we receive a response from our central office and Office of General Counsel, we will be in touch with you.

Regards,

**Summer**

*Summer Puckett, MSW*

*Child Welfare Program Specialist*

*Children's Bureau, ACF/DHHS Region 10*

*701 5<sup>th</sup> Ave, Suite 1600, MS-73 (physical location 15<sup>th</sup> floor Suite 1510)*

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*phone: 206.615.3659*

---

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Monday, January 14, 2019 8:50 AM

**To:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>

**Subject:** RE: DCYF Background Check Process

Thanks for the update!



## Nicole

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

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---

**From:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>

**Sent:** Monday, January 14, 2019 8:41 AM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>

**Subject:** RE: DCYF Background Check Process

Hi Nicole,

Thanks, hope you had a great holiday season also!

We are working with our central office to review the information you sent and will get back to you as soon as we're able. I haven't heard an estimated response time yet but will let you know when we do.

Regards,

**Summer**

*Summer Puckett, MSW*

*Children's Bureau, ACF/DHHS Region 10*

*phone: 206.615.3659*

---

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Monday, January 14, 2019 8:11 AM

**To:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>

**Subject:** RE: DCYF Background Check Process

Hi Summer –

I hope you had a good holiday season. Just wanted to check in and see if there are any updates on this. Please let me know!

Thanks,

**Nicole**

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

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**From:** Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>

**Sent:** Friday, December 21, 2018 8:45 AM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>; Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>

**Subject:** RE: DCYF Background Check Process

Hi Nicole,

Thanks for the information. We will review and get back to you as soon as we're able.

Regards,

**Summer**

Summer Puckett, MSW

Children's Bureau, ACF/DHHS Region 10

phone: 206.615.3659

---

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Thursday, December 20, 2018 1:05 PM

**To:** Bentz, Paula (ACF) <[Paula.Bentz@ACF.hhs.gov](mailto:Paula.Bentz@ACF.hhs.gov)>; Puckett, Summer (ACF) <[Summer.Puckett@ACF.hhs.gov](mailto:Summer.Puckett@ACF.hhs.gov)>

**Cc:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Blumer, Khris (DCYF) <[khris.blumer@dcyf.wa.gov](mailto:khris.blumer@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>; Reeves, Ruben (DCYF) <[ruben.reeves@dcyf.wa.gov](mailto:ruben.reeves@dcyf.wa.gov)>

**Subject:** DCYF Background Check Process

Hi Paula and Summer –

Thank you for taking the time to connect this week about our provisional hire and background check process. This is a follow-up to our phone conversation this week.

The ACYF-CB-PI-18-07, page 5 states:

*Title IV-E agencies may use alternative procedures to conduct criminal records and child abuse registry checks; however, if the agency elects to use an alternate procedure, the agency must describe in Attachment IX of the Pre-Print why the procedures required in section 471(a)(20)(D) of the Act for conducting the checks are inappropriate for the agency. The alternate procedures, however, must still provide for conducting both checks on every adult working in the institution.*

The Department of Children, Youth, and Families (DCYF) would like to submit our provisional hire background check process as an alternate procedure to meeting the Family First Prevention Services Act (FFPSA) background check requirements. In June of 2018, the Department of Social and Health Services (DSHS) implemented a new Background Check System (BCS). The implementation of this system has been challenging and has slowed background check processing times at DSHS. This has in turn slowed some of DCYF processing times, which has led to delays in receiving completed fingerprints.

For those staff that meet the provisional hire requirements in Chapter 110-05 Washington Administrative Code (WAC), an interim clearance is completed using the in-state background check process, while waiting for the results of the fingerprints. It is inappropriate for the agency to expect a completed fingerprint background check prior to the employee starting work, especially when the

process for completing the background checks depends upon another agency and the applicant. Hiring staff to work in child care institutions is challenging right now. Providers have shared the struggle to keep staff in entry level positions, which can create high turnover. Not allowing this alternate procedure could lead to the following outcomes:

- Increased number of transitions a child may experience.

Reduced number of beds available for children in out-of-home placement and in particular those children and youth with the highest needs, including those children and youth eligible for Behavior Rehabilitation Services and Emergency Placement Services.

Increased number of hotel stays.

Increased costs associated with placement.

DCYF has filed an emergency rule change for 120-day provisional hires (Chapter 110-05 WAC) to meet the new FFPSA requirements. See attachment.

- This allows for group care staff to have supervised or unsupervised access to children, juveniles, and vulnerable adults on a provisional basis pending the results of their fingerprint-based background check.
- The provisional hire is allowed when the individual has lived in Washington for three consecutive years before submitting their application, cleared the state background check process, and submitted fingerprints.
- Our in-state background checks include:
  - Founded findings of child abuse or neglect (CA/N) made by DCYF.
  - Current and previous self-disclosures of criminal or negative action history.
  - Conviction information from the Washington State Patrol (WSP), Administrative Office of the Courts (AOC), Department of Corrections (DOC) and prior Federal Bureau of Investigation (FBI) results received by the department.
  - Negative actions issued by DCYF, Department of Health (DOH), and DSHS.
  - Sex offender registry.
  - Out-of-state CA/N history, when applicable.
  - Western Identification Network (WIN) conviction information.

DCYF feels the comprehensive in-state background check provides a safety net. This in-state check provides interim results while waiting for the fingerprint results.

DCYF policy clearly states that DCYF must complete a background check as specified in the Guide to Background Checks (attached) on all group care facility staff, including those not working directly with children, prior to authorizing employment.

Further, the guide goes on to state that DCYF staff must follow Chapters 110-04, 110-05, and 110-145 WACs when authorizing an individual to be employed on a provisional basis (highlighted on the attached document). Chapter 110-05 is the WAC related to provisional hires.

DCYF could strengthen language in our Background Check policy to clearly state our interim clearance and provisional hire process. Proposed language could read:

*DCYF must complete a background check as specified in the Guide to Background Checks on all group care facility staff, including those not working directly with children, prior to authorizing employment. For individuals that meet the requirements in WAC 110-05, an interim clearance and provisional hire can happen while awaiting fingerprint results.*

## **Provisional Hire Data**

The average turnaround time for ALL group care applicants to complete fingerprints as federally required is 20 calendar days. We found the average turnaround time for provisional hire applicants to complete fingerprints was also 20 calendar days. When considering our federal disqualifying crimes found in the Adoption and Safe Families Act of 1997 as required in [RCW 74.13.700](#), no provisional hires had disqualifications.

Please let us know if you need any additional information as you review this.

Best,

**Nicole**

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

P.O. Box 40970 | 505 Union Ave SE, Suite #250

Olympia WA 98504-0970

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | 📞 (360)407-3697 | Cell (360) 333-9802

**From:** [Heddin, Jenny \(DCYF\)](#)  
**To:** [Rose, Nicole \(DCYF\)](#); [Bezborodnikova, Luba \(DCYF\)](#); [Mathis, Shannon \(DCYF\)](#); [Tang, Hung \(DCYF\)](#); [Parvin, Chris \(DCYF\)](#)  
**Subject:** RE: Please Review - Provisional Hire Response to ACF  
**Date:** Friday, April 26, 2019 11:56:16 AM

---

I agree Nicole, with removing the reference to the larger work on this issue. I think the feds just need to know that we understand the rule. We are working with providers. And that we won't claim IV-E if a congregate care provider ends up with a provisional hire.

---

**From:** Rose, Nicole (DCYF)  
**Sent:** Wednesday, April 24, 2019 6:06 PM  
**To:** Heddin, Jenny (DCYF) ; Bezborodnikova, Luba (DCYF) ; Mathis, Shannon (DCYF) ; Tang, Hung (DCYF) ; Parvin, Chris (DCYF)  
**Subject:** RE: Please Review - Provisional Hire Response to ACF

Hi all –

Chris weighed in and thinks we should remove the section I had comments on (which I agree with). Curious on others thoughts. If there is any way to get this back to me by COB tomorrow that would be great.

Best,

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports  
Department of Children, Youth, and Families  
P.O. Box 40970 | 505 Union Ave SE, Suite #250  
Olympia WA 98504-0970

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---

**From:** Rose, Nicole (DCYF)  
**Sent:** Tuesday, April 23, 2019 10:35 AM  
**To:** Heddin, Jenny (DCYF) <[jenny.heddin@dcyf.wa.gov](mailto:jenny.heddin@dcyf.wa.gov)>; Bezborodnikova, Luba (DCYF) <[luba.bezborodnikova@dcyf.wa.gov](mailto:luba.bezborodnikova@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>  
**Subject:** Please Review - Provisional Hire Response to ACF

**Importance:** High

Hi all –

I would greatly appreciate it if you could review the proposed response to ACF on provisional hires. Anything you would change, add, or delete? Anyone else you think needs to review such as Doug or? Many thanks!

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports  
Department of Children, Youth, and Families  
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**From:** [Robertson, Amy \(DCYF\)](#)  
**To:** [Smiley, Shannon L \(DCYF\)](#)  
**Subject:** Disqualification Letter Templates  
**Date:** Friday, April 26, 2019 9:43:25 AM  
**Attachments:** [PENDING or DEFERRED DISQUAL TEMPLATE DCYF.doc](#)  
[PERM PENDING TEMPLATE DCYF.doc](#)  
[PERMANENT DISQUAL TEMPLATE DCYF.doc](#)  
[5 YEAR DISQUAL TEMPLATE DCYF.doc](#)  
[CHARACTER DISQUAL TEMPLATE DCYF.doc](#)  
[CAN FOUNDED DISQUAL TEMPLATE DCYF.doc](#)  
[FOUNDED DISQUAL TEMPLATE DCYF.doc](#)

---

Amy Robertson  
Background Check Unit Lead, Operations Analyst  
Department of Children, Youth, and Families  
PO Box 40971  
Olympia, WA 98504-0971  
(360) 742-8261  
[amy.robertson@dcyf.wa.gov](mailto:amy.robertson@dcyf.wa.gov)

**From:** [Tang, Hung \(DCYF\)](#)  
**To:** [Rose, Nicole \(DCYF\)](#)  
**Subject:** RE: Please Review - Provisional Hire Response to ACF  
**Date:** Friday, April 26, 2019 8:43:37 AM

---

Yup, makes sense.

Thanks!

Hung

**Hung Tang**

State Plans Lead

Department of Children, Youth, and Families

[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov) Cell: (206) 450-0730

---

**From:** Rose, Nicole (DCYF)

**Sent:** Friday, April 26, 2019 8:42 AM

**To:** Tang, Hung (DCYF)

**Subject:** RE: Please Review - Provisional Hire Response to ACF

Thanks, Hung. I am thinking I will leave this out for now. Make sense to you?

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

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[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | ☎ (360)407-3697 | Cell (360) 333-9802

---

**From:** Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>

**Sent:** Thursday, April 25, 2019 9:48 AM

**To:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Subject:** RE: Please Review - Provisional Hire Response to ACF

Hi Nicole,

Here are my thoughts on claiming:

If we are talking about future claiming, assuming we allow provisional hires in certain circumstances, I think we could have licensing staff notify IV-E staff if a provisional hire occurs, similar to the process in use right now for safety waivers.

Thanks,

Hung

**Hung Tang**

State Plans Lead

Department of Children, Youth, and Families

[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov) Cell: (206) 450-0730

---

**From:** Rose, Nicole (DCYF) <[nicole.rose@dcyf.wa.gov](mailto:nicole.rose@dcyf.wa.gov)>

**Sent:** Wednesday, April 24, 2019 6:06 PM

**To:** Heddin, Jenny (DCYF) <[jenny.heddin@dcyf.wa.gov](mailto:jenny.heddin@dcyf.wa.gov)>; Bezborodnikova, Luba (DCYF)

<[luba.bezborodnikova@dcyf.wa.gov](mailto:luba.bezborodnikova@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>;

Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>



**Subject:** RE: Please Review - Provisional Hire Response to ACF

Hi all –

Chris weighed in and thinks we should remove the section I had comments on (which I agree with). Curious on others thoughts. If there is any way to get this back to me by COB tomorrow that would be great.

Best,

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports

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---

**From:** Rose, Nicole (DCYF)

**Sent:** Tuesday, April 23, 2019 10:35 AM

**To:** Heddin, Jenny (DCYF) <[jenny.heddin@dcyf.wa.gov](mailto:jenny.heddin@dcyf.wa.gov)>; Bezborodnikova, Luba (DCYF) <[luba.bezborodnikova@dcyf.wa.gov](mailto:luba.bezborodnikova@dcyf.wa.gov)>; Mathis, Shannon (DCYF) <[shannon.mathis@dcyf.wa.gov](mailto:shannon.mathis@dcyf.wa.gov)>; Tang, Hung (DCYF) <[hung.tang@dcyf.wa.gov](mailto:hung.tang@dcyf.wa.gov)>; Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** Please Review - Provisional Hire Response to ACF

**Importance:** High

Hi all –

I would greatly appreciate it if you could review the proposed response to ACF on provisional hires. Anything you would change, add, or delete? Anyone else you think needs to review such as Doug or? Many thanks!

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

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**From:** [Higgins, Irene \(DCYF\)](#)  
**To:** [Laura Dyer](#)  
**Subject:** Apparently you will not have to be fingerprinted see below  
**Date:** Thursday, April 25, 2019 2:25:00 PM

---

Irene I guess there is not a requirement for everyone to have prints at this time – the reasons individuals need to get prints done are 1. Never had a background check done, 2. Moved out of state and then back in (or they live out of state, in which case every 3 years), 3. Their PBC expired. I believe the requirement for everyone to have prints on file was going to happen but that the decision was reversed, I think October? Anyway – she's good if she doesn't expire, new person in household does need their own MERIT account, background check, and fingerprint clearance. And a TB test. Copied the background check WACs below in case you want them handy. ☺

Thanks ~

## **WAC 110-06-0040**

### **Background clearance requirements.**

This section applies to all subject individuals other than in-home/relative providers.

(1) Subject individuals associated with early learning services applying for a first-time background check must complete the background check application process through DCYF to include:

- (a) Submitting a completed background check application;
- (b) Completing the required fingerprint process; and
- (c) Paying all required fees as provided in WAC [110-06-0044](#).

(2) All subject individuals who have been previously qualified by the department to have unsupervised access to children in care and are renewing their applications must:

- (a) Submit the new background check application through DCYF;
- (b) Submit payment of all required fees as provided in WAC [110-06-0044](#); and
- (c) Complete the required fingerprint process if the subject individual lives or has lived outside of Washington state since the previous background check was completed.

(3) Each subject individual completing the DCYF background check process must disclose:

- (a) Whether he or she has been convicted of any crime;
- (b) Whether he or she has any pending criminal charges; and
- (c) Whether he or she has been subject to any negative action, as defined by WAC [110-06-0020](#).

(4) A subject individual must not have unsupervised access to children in care unless he or she has obtained DCYF authorization under this chapter.

(5) A subject individual who has been disqualified by DCYF must not be present on the premises when early learning services are provided to children.  
[Statutory Authority: RCW [43.216.055](#), [43.216.065](#), chapter [43.216](#) RCW and 42 U.S.C. 9858 et seq.; 45 C.F.R. Part 98. WSR 19-01-111, § 110-06-0040, filed

12/18/18, effective 1/18/19. WSR 18-14-078, recodified as § 110-06-0040, filed 6/29/18, effective 7/1/18. Statutory Authority: RCW [43.215.070](#) and chapter [43.215](#) RCW. WSR 15-24-040, § 170-06-0040, filed 11/20/15, effective 1/1/16. Statutory Authority: RCW [43.215.200](#), [43.215.205](#), [43.215.215](#) through [43.215.218](#), [43.43.830](#), [43.43.832](#), chapter [43.215](#) and [43.43](#) RCW, and 2011 c 295. WSR 12-12-040, § 170-06-0040, filed 5/30/12, effective 7/1/12. Statutory Authority: Chapter [43.215](#) RCW, RCW [43.43.832](#), 2006 c 265 and 2007 c 387. WSR 08-10-041, § 170-06-0040, filed 4/30/08, effective 5/31/08.]

**From:** [Rose, Nicole \(DCYF\)](#)  
**To:** [Rose, Nicole \(DCYF\)](#); [Parvin, Chris \(DCYF\)](#)  
**Subject:** Conversation with Rose, Nicole (DCYF)  
**Date:** Thursday, April 25, 2019 10:02:24 AM

---

Rose, Nicole (DCYF) 8:26 AM:

in meetings - but can you get meet that doc to go to licensing asap this morning?

Parvin, Chris (DCYF) 8:26 AM:

Yes.

Rose, Nicole (DCYF) 8:27 AM:

sweet

just also sent an email about salary

Parvin, Chris (DCYF) 8:28 AM:

I saw that and will ask Lyndsey

Rose, Nicole (DCYF) 8:44 AM:

so are you up for multi-tasking? Have a question on Rubens doc about the group care process.

Parvin, Chris (DCYF) 8:44 AM:

Sure

Rose, Nicole (DCYF) 8:45 AM:

Where it says licensing would still notify of provisional hire - Ruben say they want to do this because they do the FamLink check at tthat time. But if we take this on, wouldn't we be doing the FamLink check?

Ignoring the fact that provisionals will stop....

Parvin, Chris (DCYF) 8:47 AM:

Yes, that is a decision point and I'm answering that question now in the form. If we do it we would have access to FamLink and the crimes revealed in the interim background check. However, Licensing does not see the crimes so we are better equipped to make a more informed determination.

Rose, Nicole (DCYF) 8:47 AM:

ok - i am noting that in the email to luba and team about us taking this on.

Rose, Nicole (DCYF) 9:17 AM:

and one more thing - did you look at Luba's issue paper? Am I missing it in my email?

Rose, Nicole (DCYF) 9:28 AM:

Same comment as above. DCYF staff need to know who is new to the agencies they license and collect any fees, and BCU needs to know the purpose from the licensor. The new system will streamline this process.

what do you mean by new system?

the portal?

Do you have any estimates on this?

Parvin, Chris (DCYF) 9:48 AM:

Sorry just saw this. Let me check

Parvin, Chris (DCYF) 9:52 AM:

I didn't see an issue paper from Luba, only the one you sent to us titled provisional hire response to ACF

Yes, the new system reference is the child welfare portal. The only estimate I have is the very rough one of 18 months from Julia and Katie. But I think it will roll out in stages and we'll be able to pick a "purpose" to start first.

Perhaps Group Care or ?

Rose, Nicole (DCYF) 9:56 AM:

just sent again

**From:** [Parvin, Chris \(DCYF\)](#)  
**To:** [Boone, Emily \(DCYF\)](#)  
**Subject:** RE: Background Checks Communications  
**Date:** Thursday, April 25, 2019 7:57:08 AM  
**Attachments:** [Background check communication draft 4-23-19.docx](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

---

Good morning Emily,

Here is some language for communication about background checks. It was an older communication draft that I updated. The step-by-step and process flow would be good attachments with this communication.

Hope this helps and doesn't create too much editing for you, but my feelings would not be hurt if it looked and sounded completely different 😊

**Chris Parvin**

Provider Supports Administrator  
Department of Children, Youth, and Families  
P.O. Box 40993 | 1310 Jefferson St. SE, Suite #208  
Olympia WA 98504-0993  
☎ (360) 407-5501 | Cell (360) 890-0464  
[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)

---

**From:** Parvin, Chris (DCYF)  
**Sent:** Wednesday, April 17, 2019 8:33 AM  
**To:** Boone, Emily (DCYF)  
**Subject:** RE: Background Checks Communications  
Sounds good!

**Chris Parvin**

Provider Supports Administrator  
Department of Children, Youth, and Families  
P.O. Box 40993 | 1310 Jefferson St. SE, Suite #208  
Olympia WA 98504-0993  
☎ (360) 407-5501 | Cell (360) 890-0464  
[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)

-----Original Appointment-----

**From:** Boone, Emily (DCYF) <[emily.boone@dcyf.wa.gov](mailto:emily.boone@dcyf.wa.gov)>  
**Sent:** Wednesday, April 17, 2019 8:33 AM  
**To:** Parvin, Chris (DCYF)  
**Cc:** Parvin, Chris (DCYF)  
**Subject:** Background Checks Communications  
**When:** Wednesday, April 17, 2019 10:00 AM-11:00 AM (UTC-08:00) Pacific Time (US & Canada).  
**Where:** Emily to call (360) 407-5501  
Hi Chris – I will plan to call you today at 10. Thanks!

---

**From:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>  
**Sent:** Monday, April 8, 2019 6:34 AM  
**To:** Boone, Emily (DCYF) <[emily.boone@dcyf.wa.gov](mailto:emily.boone@dcyf.wa.gov)>

**Subject:** RE: Background Checks Communications

Good morning Emily.

Background checks is ever-changing, so it seems. Yes to sending a communication so we can provide an update, step-by-step and other important information. We had a lot of vacancies and we just hired 4 or 5 new staff. I think having something go out around first of May or soon after is best because we will have chopped down the turnaround time and have a more steady process. Let's connect in a week or so if you have time.

Thank you!

**Chris Parvin**

Provider Supports Administrator

Department of Children, Youth, and Families

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Olympia WA 98504-0993

☎ (360) 407-5501 | Cell (360) 890-0464

[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)

---

**From:** Boone, Emily (DCYF) <[emily.boone@dcyf.wa.gov](mailto:emily.boone@dcyf.wa.gov)>

**Sent:** Friday, April 5, 2019 9:44 AM

**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** Background Checks Communications

Hi Chris,

I wanted to reach out to check on the status of what's going on with background checks and the need for communications support. It was brought to my attention that there might be some changes coming up that would require some internal/external communications.

I see that you're out of the office, but if you want to meet or chat in the coming week or two please let me know!

Thanks,

Emily

**Emily Boone**

Communications Consultant

[Department of Children, Youth, and Families](#)

P.O. Box 40975 | 1500 Jefferson Street SE

Olympia, WA 98504-0975

360-407-1650



**From:** [Kegel, Jill \(DCYF\)](#)  
**To:** [Ardia, Alexa \(DCYF\)](#); [Buettner, Kendall \(DCYF\)](#)  
**Subject:** Forms  
**Date:** Wednesday, April 24, 2019 4:52:25 PM  
**Attachments:** [caregiver auth.doc](#)  
[caregiver mileage.doc](#)  
[Placement Entry Tool.docx](#)  
[Supervisor Court Report Checklist.docx](#)  
[WSFCC room request - blank.doc](#)  
[CFWS-Getting to Know Your Case-11-2016.pdf](#)  
[Background check step-by-step process 3-25-19.pdf](#)  
[Consent Form \(DCYF14-012\).docx](#)  
[Court Report - Notice to Parents REQUIRED.pdf](#)  
[DCYF Letterhead Bellevue.docx](#)  
[DCYF overtime request approval form 0.pdf](#)  
[DDA eligibility.doc](#)  
[homestudy referral.doc](#)  
[School Notification Form DSHS 27-093.doc](#)  
[Service Letter Template.docx](#)  
[SWODresponsibilities.pdf](#)  
[Service Letter Sample.docx](#)  
[bccu.docx](#)

---

Hi Ladies,

I have attached some frequently used forms that you will need as well as some resources such as the service letter sample and template. Please save these to your F: drive. There are additional resources and many other forms (including some of these) that can be found on the share drive under the folder "Jill's unit" that are helpful. When you have a few minutes, take a look through there so that you know what is there.

**Jill C. Kegel** / CFWS Supervisor /King East

Washington State Department of Children, Youth and Families

(O) 425-590-3000 / (C) 206-914-1347 / [jill.kegel@dcyf.wa.gov](mailto:jill.kegel@dcyf.wa.gov)

**From:** [Parvin, Chris \(DCYF\)](#)  
**To:** [Able, Laneta \(DCYF\)](#)  
**Subject:** RE: R5 PCV Meeting  
**Date:** Wednesday, April 24, 2019 1:36:26 PM  
**Attachments:** [Background check step-by-step process for chld welfare providers 4-17-19.pdf](#)  
[Background check step-by-step process flow for chld welfare providers 4-17-19.pdf](#)

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I'm happy to come up and answer all their questions. I also have a general step-by-step we just put together. Do you think this would be appropriate? It covers the background check process from beginning to end and who does what (applicant, DCYF requesting staff, background check unit and administrative review).

**Chris Parvin**

Provider Supports Administrator  
Department of Children, Youth, and Families  
P.O. Box 40993 | 1310 Jefferson St. SE, Suite #208  
Olympia WA 98504-0993  
☎ (360) 407-5501 | Cell (360) 890-0464  
[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)

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**From:** Able, Laneta (DCYF)  
**Sent:** Wednesday, April 24, 2019 1:33 PM  
**To:** Parvin, Chris (DCYF)  
**Subject:** RE: R5 PCV Meeting

The meeting was initially scheduled in February but was cancelled because of the snow. It was during a time when there was a significant back-log that has since been caught up. It appears that providers continue to have challenges with the process and continue to complain about background clearances not being processed timely. There are so many moving parts to BC and I haven't been able to identify any common themes. The contract manager could give you some insight because they receive a big amount of email from providers inquiring about background clearances. Hope this helps.

The address of the meeting is  
DSHS Building  
1949 South State Street  
Tacoma 98405  
Room 307 is on the 3<sup>rd</sup> floor

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**From:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>  
**Sent:** Wednesday, April 24, 2019 1:15 PM  
**To:** Able, Laneta (DCYF) <[laneta.able@dcyf.wa.gov](mailto:laneta.able@dcyf.wa.gov)>  
**Subject:** RE: R5 PCV Meeting

Sorry about that. I can attend and may bring one or more. What would you like addressed or for me to present?

**Chris Parvin**

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[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)

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**From:** Able, Laneta (DCYF) <[laneta.able@dcyf.wa.gov](mailto:laneta.able@dcyf.wa.gov)>

**Sent:** Wednesday, April 24, 2019 1:12 PM

**To:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Subject:** R5 PCV Meeting

Hi Chris,

Sent an invite for the R5 PCV meeting scheduled for Monday, May 6<sup>th</sup>, 1-3:30. I would like to get the agenda out tomorrow and haven't hear back from you about attending or if you are sending someone. Please let me know your plan so I could move forward with sending out the agenda. Thank you.

**Laneta Able** / Regional EBP Consultant and Visitation Services Program Manager

Department of Children Youth and Families, Region 5

(C) 253-306-2117 / [ablelan@dcyf.wa.gov](mailto:ablelan@dcyf.wa.gov)

Transforming Lives

**From:** [Bezborodnikova, Luba \(DCYF\)](#)  
**To:** [McKeown, Pamela \(DCYF\)](#); [Reeves, Ruben \(DCYF\)](#)  
**Cc:** [Effland, Ron \(DCYF\)](#)  
**Subject:** FW: Please Review - Provisional Hire Response to ACF  
**Date:** Tuesday, April 23, 2019 11:57:09 AM  
**Attachments:** [4232019ProvisionalHireResponse to ACF.docx](#)  
**Importance:** High

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FYI only

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**From:** Rose, Nicole (DCYF)  
**Sent:** Tuesday, April 23, 2019 10:35 AM  
**To:** Heddin, Jenny (DCYF) ; Bezborodnikova, Luba (DCYF) ; Mathis, Shannon (DCYF) ; Tang, Hung (DCYF) ; Parvin, Chris (DCYF)  
**Subject:** Please Review - Provisional Hire Response to ACF  
**Importance:** High

Hi all –

I would greatly appreciate it if you could review the proposed response to ACF on provisional hires. Anything you would change, add, or delete? Anyone else you think needs to review such as Doug or?

Many thanks!

*Nicole*

Nicole Rose

Director of Eligibility and Provider Supports

Department of Children, Youth, and Families

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[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

[Nicole.Rose@dcyf.wa.gov](mailto:Nicole.Rose@dcyf.wa.gov) | ☎ (360)407-3697 | Cell (360) 333-9802

**From:** [Boone, Emily \(DCYF\)](#)  
**To:** [Moore, Melanie \(DCYF\)](#)  
**Subject:** FW: Background check process for child welfare providers  
**Date:** Tuesday, April 23, 2019 11:06:02 AM  
**Attachments:** [Background check step-by-step process flow for chld welfare providers 4-17-19.vsd](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

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**Emily Boone**

Communications Consultant

[Department of Children, Youth, and Families](#)

P.O. Box 40975 | 1500 Jefferson Street SE

Olympia, WA 98504-0975

360-407-1650



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**From:** Boone, Emily (DCYF)

**Sent:** Thursday, April 18, 2019 4:13 PM

**To:** Downing, William (DCYF)

**Subject:** FW: Background check process for child welfare providers

Hi Bill,

Do you have Visio? Is there any way you could help me clean up/make the attachment a little more visually appealing?

**Emily Boone**

Communications Consultant

[Department of Children, Youth, and Families](#)

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Olympia, WA 98504-0975

360-407-1650



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**From:** Parvin, Chris (DCYF) <[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)>

**Sent:** Wednesday, April 17, 2019 10:14 AM

**To:** Boone, Emily (DCYF) <[emily.boone@dcyf.wa.gov](mailto:emily.boone@dcyf.wa.gov)>

**Subject:** RE: Background check process for child welfare providers

**Chris Parvin**

Provider Supports Administrator

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[chris.parvin@dcyf.wa.gov](mailto:chris.parvin@dcyf.wa.gov)

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**From:** Parvin, Chris (DCYF)

**Sent:** Wednesday, April 17, 2019 10:03 AM

**To:** Boone, Emily (DCYF) <[emily.boone@dcyf.wa.gov](mailto:emily.boone@dcyf.wa.gov)>

**Subject:** Background check process for child welfare providers

**Chris Parvin**

Provider Supports Administrator  
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