
Department of Early Learning (DEL)

Agency: 357

Audit Report: 1003401

Finding Number: 001

Finding: The Department of Early Learning did not perform adequate monitoring to ensure background checks are performed for child care providers as required by state law.

Resolution: Licensing staff was retrained and is now completing verifications on 100 percent of the background checks. This verification requirement is included in new employee training, and there are ongoing reminders via supervisor and licensing staff meetings, individual supervision, policy updates, and practice calls. In addition, supervisors review the checklists and compliance agreements and review the Background Check Central Unit application for inconsistencies and errors.

The Department researched the 13 employees identified by the auditors as needing background checks. Background checks were completed for the employees that remained employed at a child care facility.

The automated background check system added a feature for management and licensing staff to track background checks that have been returned to providers due to incomplete or inaccurate information. The system generates a report, which licensing staff uses to track their "to do" list and performance measures. If the requested information is not provided within seven days, licensing staff contacts the child care provider to remind them of the outstanding background checks and to see if they still need to be resubmitted. If the background check is no longer needed, that is documented along with the reason.

Agency Contact: Debra Wilhelmi
Department of Early Learning
PO Box 40970
Olympia WA 98504-0970
(360) 725-4920
debra.wilhelmi@del.wa.gov

Department of Early Learning (DEL)

Agency: 357

Audit Report: 2009 F

Finding Number: 012

Finding: The Department of Early Learning and the Department of Social and Health Services do not have adequate internal controls over direct payments to child care providers.

Resolution: The Department of Early Learning (DEL) and the Department of Social and Health Services (DSHS) have numerous activities in place to ensure there are adequate internal controls over subsidy payments to child care providers and implemented additional measures as follows:

- DSHS performs an audit for DEL of subsidy payments by comparing subsidy child care provider billings with attendance records. Starting March 2010, DEL required DSHS to expand the audit scope when they identify a child care provider that billed incorrectly. DSHS added three staff to the child care audit to handle the expanded scope. This is an ongoing activity for which DSHS reports their findings to DEL monthly.
- When DSHS identifies child care providers that have a difficult time billing properly, DEL is informed. DEL then notifies the provider that they have technical assistance available through the DSHS provider line, subsidy training provided as a result of the collective bargaining agreement for the family child care home provider, and classes offered through the State Training and Registry System.
- In March 2010, DEL updated its subsidy billing booklet and made it available to child care providers by paper copy and online. This booklet provides guidance to child care providers on proper billing methods. In addition to providing clearer instructions, DEL streamlined some of the calculations, such as absent days, to make it easier for providers to bill properly.

Agency Contact: Debra Wilhelmi
Department of Early Learning
PO Box 40970
Olympia WA 98504-0970
(360) 725-4920
debra.wilhelmi@del.wa.gov

Alan Siegel
Department of Social and Health Services
PO Box 45030
Olympia WA 98504-5030
(360) 664-6027
siegeaj@dshs.wa.gov