

Notice of Findings

Notice To: Jessica I Unger - Director
Facility Name: Tiny Tot Adventures
Owner: Jessica Unger
Site Address: 117 Hough St
City/State/Zip: Dubois, WY 82513

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 11/19/2021, and investigated by Tresa King.

A statement of childcare allegation, CPL-5182, was provided on 11/19/2021.

The finding is listed below for each individual alleged violation of the Wyoming Child Care Licensing Rules:

1. Finding: Non-Compliant

Regulation: Chapter 4. General Requirements
Section 3. Provider, Director, and Staff Requirement
(e) All staff, household members, substitutes, and volunteers shall complete a child abuse/neglect Central Registry background check once a year and a full fingerprint based national criminal history record background check every five (5) years.

Allegation: 11/3/2021 It was observed that Central Registry screen for Jessica Unger and Jeana Day were not completed prior to the expiration of current Central Registry screen.

Explanation of Findings: A finding of non compliance is based on documentation obtained by licenser. Licenser verified that CCL-609 was received in the Central Registry office on 10/28/2021. This was after the expiration date of current Central Registry which expired on 10/26/2021.

Action Required: Complete a Corrective Action Plan detailing how you will track your annual renewal of the Central Registry Screens and how you will ensure that submission of the forms is done to allow for a minimum of 3 week processing time.

Corrective Action Plan Due Date: 11/26/2021
Corrective Action Plan Achieved Date:
Compliance Due Date: 12/03/2021
Compliance Achieved Date:

The Department requests your cooperation in ensuring compliance is met. In the absence of cooperation, the Department may take whatever steps are necessary to ensure the safety of children.

The Department's information may be shared with the authorized individuals or agencies, which include, but are not limited to, the Attorney General, County Attorney, and law enforcement.

If you disagree with the Department's finding of non-compliance for a violation, you may request an Administrative hearing within (10) days of your receipt of this letter (W.S. 14-4-108). Administrative hearing procedures are included in the Department of Family Services' **Wyoming Child Care Licensing Rules, Chapter 3, Section 5: Contested Case Hearing Rules**, and based upon the above statute. If you have questions, or need a copy of the Rules, you may contact the Department of Family Services Field office in the county where you live.

Licenser: Tresa King
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Licenser Supervisor: Regien Hasperhoven
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Phone: 307-857-9281
Email: Regien.Hasperhoven@wyo.gov

Signature:



Date: 01/11/2022

Tresa King

CC:

Jeana Day - Assistant Director
PO Box 404, Dubois, WY, 82513