

**Notice of Findings**

**Notice To:** Fiona Wilson - Director  
**Facility Name:** Little Acorns LLC  
**Owner:** Fiona Wilson  
**Site Address:** 1240 Huff Lane  
**City/State/Zip:** Jackson, WY 83001

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 10/29/2020, and investigated by Kelli Dunne

A statement of childcare allegation, CPL-46362, was provided on 10/29/2020.

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

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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.

Explanation of Findings: It was discovered by Licensor KD during an unannounced visit that (1) staff member is currently working with an expired central registry and sex offender check for a period of (8) weeks.

Action Required: Licensor KD spoke to Director at the time of the visit regarding the staff member's ineligibility to work until staff requirements have been met. Licensor will send Director a variance that can be submitted and if approved, staff member may work under supervision until requirements have been completed and returned. A corrective action plan needs to be completed detailing how this will not happen again.

Corrective Action Plan Due Date: 11/12/2020  
Corrective Action Plan Achieved Date:  
Compliance Due Date: 10/29/2020  
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 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 a non-compliance 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 Wyoming Department of Family Services Contested Case Hearing Rules, Chapter 2, Substitute Care and Child Care Licensing and based on the above statute. If you need a copy of the Rules, or assistance in requesting an Administrative hearing, you may contact the Department of Family Services Field Office in the county where you live.

Licenser: Kelli Dunne  
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Licenser Supervisor: Regien Hasperhoven  
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Phone: 307-857-9281  
Email: Regien.Hasperhoven@wyo.gov

Signature: \_\_\_\_\_  
Kelli Dunne

Date: \_\_\_\_\_

CC:  
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