

Notice of Findings

Notice To: Marlene Trowbridge - Director

Facility Name: Marlene Trowbridge

Owner:

Site Address: 3703 Everton

City/State/Zip: Cheyenne, WY 82009

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 01/18/2022, and investigated by Michelle Tucker.

A statement of childcare allegation, CPL-5210, was provided on 01/20/2022.

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

(a) Before the provider, director, their staff, household member, substitute or volunteer assume responsibility for the direct care of children, work in the facility or move into the Family Child Care Home or Family Child Care Center, the following shall be on file:

(iii) A child abuse/neglect Central Registry check which does not reveal any disqualifying information.

Allegation: It has been reported that on an ongoing basis since December 21, 2021, the Director of the facility and an adult household member at the facility do not have current child abuse/neglect central registry background check results.

Explanation of Findings: Through interviews and evidence obtained over the course of this investigation, it was found that on an ongoing basis since December 21, 2021, when the previous central registry results expired, the Director of the facility and an adult household member at the facility have been working and living in the facility without current child abuse/neglect central registry results on file.

Action Required: Submit new central registry forms for processing no later than 01/20/2022. Complete the Corrective Action Plan detailing how the facility will ensure that new central registry forms will be submitted annually in a timely manner.

Corrective Action Plan Due Date: 02/01/2022

Corrective Action Plan Achieved Date:

Compliance Due Date: 01/20/2022
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: Michelle Tucker
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Phone: 307-857-9281
Email: Regien.Hasperhoven@wyo.gov

Signature: _____
Michelle Tucker

Date: _____

CC: