

Notice of Findings

Notice To: JACKIE AGUILAR - Director

Facility Name: JACKIE AGUILAR

Owner:

Site Address: 1733 Glacier

City/State/Zip: Laramie, WY 82070

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 09/15/2021, and investigated by Michelle Tucker.

A statement of childcare allegation, CPL-5152, was provided on 09/16/2021.

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

(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:

(v) A full fingerprint based national criminal history record background check. Staff, household members, substitutes, and volunteers may not be employed or present in the facility if the background check indicates they have been convicted or have a pending deferred prosecution of a felony or misdemeanor or a substantiation involving:

Allegation: It has been reported by Child Care Licensing that the fingerprint based national criminal history background check expired on September 15, 2021 and had not been re-run for the director or household member of the facility.

Explanation of Findings: It was found by Child Care Licensing during a review of staff records on September 14, 2021, that the Director and household member's fingerprint based national criminal history background check results were due to expire on September 15, 2021. A telephone call to the facility revealed that there was a misunderstanding about which background check was needed and the fingerprint based national criminal history background check was not completed.

Action Required: The director and household member were fingerprinted and sent in the paperwork and cards on 09/15/2021 for processing. Complete the variance request (emailed on 09/16/2021) to allow the facility to continue operating while

results are being processed and submit by the end of the day on 09/16/2021. Complete a Corrective Action Plan detailing how the facility will ensure that the required background checks are complete and on file prior to their expiration.

Corrective Action Plan Due Date: 10/07/2021

Corrective Action Plan Achieved Date: 09/28/2021

Compliance Due Date: 09/16/2021

Compliance Achieved Date: 09/28/2021

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
Address: 1510 East Pershing Blvd
City/State/Zip: Cheyenne WY 82001
Phone: 307-777-5151
Email: michelle.tucker1@wyo.gov

Licenser Supervisor: Nichole Anderson
Address: 2300 Capital Ave.
City/State/Zip: Cheyenne WY 82002
Phone: 307-777-6395
Email: Nichole.Anderson@wyo.gov

Signature: _____
Stoney Busch for Michelle Tucker

Date: _____

CC: