Arizona Department of Health Services  
Division of Licensing Services  
Office of Child Care Licensing

INSTRUCTIONS for WRITTEN DOCUMENTATION OF CORRECTIONS

Your Written Documentation of Corrections (WDOC) must include the following information for each deficiency:

☐ 1. How each deficiency was/will be corrected.

☐ 2. A description of how each deficiency will be prevented from happening again.

☐ 3. The name of the person and/or the position responsible for each correction.

☐ 4. The date each deficiency was/will be corrected.

☐ 5. The Director’s/Provider’s signature, date, and the CDC/SGH number on one page of the WDOC.

☐ 6. If you do not use the provided WDOC chart, the Event ID Number (located on the upper left hand corner of your Statement of Deficiencies) must be included on your own WDOC.

The Written Documentation of Corrections must be returned to the Office of Child Care Licensing within 10 calendar days from your receipt of the Statement of Deficiencies (SOD). If the Department does not receive the Written Documentation of Corrections by this date, further action may be taken.

Be advised that the Statement of Deficiency and Written Documentation of Correction will become a part of the Department’s Public file for your facility and are available for review.

Call your Licensing Surveyor if you have any questions.

RETURN YOUR WRITTEN DOCUMENTATION OF CORRECTIONS (WDOC) TO:

☐ 150 NORTH 18TH AVENUE, SUITE 400 ☐ 400 WEST CONGRESS, SUITE 100  ☐ 1500 EAST CEDAR SUITE 22
PHOENIX, ARIZONA  85007  TUCSON, ARIZONA  85701  FLAGSTAFF, ARIZONA  86004
Phone: (602) 364-2539  Phone: (520) 628-6540  Phone: (928) 774-2707

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<th>How each deficiency was/will be corrected.</th>
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**Facility Representative Signature**  
**Date**

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