



REQUIRED DOCUMENTS FOR CHILD PLACING AGENCIES



Washington State Department of
CHILDREN, YOUTH & FAMILIES

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Licensing Division | Approved for distribution by Ron Effland, Foster Care Licensing Senior Administrator

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Required Documents and Forms

This guide lists the required documents and forms **Child Placing Agencies** must use to ensure they follow Washington State Law and [Chapter 110-147 WAC](#). Different documents are required for New Kinship License (Child Specific) and the Kinship Certified Respite Provider. New Foster License (General), Provisional Expedited License, Renewal, Foster License Amendment (move), Foster License Modification, Updated Home Study for Adoption, and Certified Respite Provider (Foster). *Any updates/changes from the last edition of this document are highlighted in **green** or **blue**.

- **All documents are to be completed in WA CAP by applicants and CPAs, unless LEP or other accommodations are needed for the applicant.**
- **While the applicant may require LEP or other accommodations, CPAs must submit all documents through WA CAP.**
- **Green** – These are new “Kinship” form version. Content completed on the existing form was lost on 6-30-2025 and the new version needs to be completed.
- **Blue** – These are updated version of existing forms. The prior version will remain if it is started and not replaced until the current track is approved.

New Kinship License (Child Specific)

*For **Kinship Home Study Update requiring a new 3 year license**, additional forms are required only if information has changed and this would be done by updating previously completed documents.

Applicant Forms (completed by Applicant unless “waived” by CPA):

Document	Number	Date	Notes
Home Study or Reassessment Application *Required for Kinship Home Study Update issuing a new 3 year license	<u>DCYF 10-354</u>	6/2025	CPA needs to provide “Public Notice of Nondiscrimination Publication” ADM 0026
Authorization and Consent to Share Records (CPA Home)	<u>DCYF 15- 824A</u>	05/2023	Must be submitted with “Home Study or Reassessment Application” and “Background Confirmation and Out-of-State Check.”

Background Confirmation and Out-of-State Check	<u>DCYF 15-460</u>	03/2024	<p>Must be completed by anyone 16 years of age and older after they have submitted the online BAF.</p> <p>If BAF was already submitted thru Child Welfare, consult with Regional Licensor if new BAF is needed.</p> <p>Practice Guidance: CPA Foster Home BG Steps</p>
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Document	Number	Date	Notes
Applicant Medical – Confidential (Self-Report)	<u>DCYF 13-001A</u>	09/2022	Required for each applicant.
Emergency and Evacuation Plan (Kinship)	<u>DCYF 16-204A</u>	06/2025	<p>Page 2: Worker Information is to be completed by the applicant(s) outside of WA CAP (not sent to RL) then per the direction on the form, the family needs to “<i>post it (entire page 2) in a prominent location in their home.</i>”</p> <p>For Kinship HS update, CPA can determine whether the form may be waived.</p>
Infant Safety Agreement	<u>DCYF 15-821</u>	09/2022	<ul style="list-style-type: none"> Required for all adult household members: <ul style="list-style-type: none"> - if there is a current or expected placement of infants under the age of 12 months - who will have unsupervised contact Waive if there is no current or anticipated placement of infants.
WAC Agreement (Kinship)	<u>DCYF 10-290A</u>	06/2025	Form must be reviewed and signed by each Applicant.

Agency Forms (completed by CPA):

Document	Number	Date	Notes
File Checklist and Certification for License of Kinship Home	DCYF 10-016A	6/2025	CPA needs to provide "Bloodborne Pathogens Fact Sheet" LIC-0164
Financial Worksheet	DCYF 14-452	9/2022	OPTIONAL: CPA can utilize the form as a tool during interviews to help assess financial stability and to provide resources and support.
Home Inspection Checklist (Kinship)	DCYF 10-453	06/2025	<p><u>Required in Person:</u></p> <ul style="list-style-type: none"> One inspection minimum. <p><u>Virtual Inspection Permitted:</u></p> <ul style="list-style-type: none"> Follow-up to verify, including photos or videos. <p>Resources: Safety Barrier Guidelines for Pools.pdf (cpsc.gov) Bed Enclosure Guidance</p>
Limited English Proficient (LEP)/Deaf/Hard of Hearing Service Record	DCYF 15-245	10/2021	<p>If applicable. CPA needs to complete the form documenting their compliance with the LEP requirement.</p> <p>Applicant's children are not allowed to serve as interpreters/translators for their parents.</p>
Supervision Plan for Site Specific Conditions (Kinship)	DCYF 10-419A	06/2025	When applicable (trampolines, water hazards, etc.).

Home Study (completed by CPA):

Document	Number	Date	Notes
Kinship Home Study or Kinship Home Study Update *Kinship Home Study Update: <ul style="list-style-type: none"> • Adding additional kinship placement(s) • Adding adoption requirements • Converting to kinship license • Required by court order or case plan 	DCYF 10-018 DCYF 10-018B	05/2025 06/2025	<p><u>Interviews Required in Person:</u></p> <ul style="list-style-type: none"> • Primary applicants (interviewed individually). • Joint interview if two or more applicants. • All household children, including children in care, and children who reside in the home part-time (interviewed individually). • Observation and documentation of non-verbal children, including interactions with the caregivers. • Separate, individual interviews with all other household members, including adults on the property having unsupervised access to children in care. <p>Note: Follow-up to interviews may be virtual.</p> <p><u>For Non-household children (minor/adult, including any children the applicant has parented):</u></p> <ul style="list-style-type: none"> • Refer to Kinship Home Study Guide • In CPA's own documentation outside WA CAP <ul style="list-style-type: none"> ○ be detailed about at least two attempts using two different forms of communication on two different days ○ Interview details or "Adult Child Reference Questionnaire" if used <p><u>Collateral contact with the case worker and supervisor or document attempts.</u></p> <p>Resources: Permanency Planning Matrix</p>

Supporting Documents (uploaded by Applicant or CPA):

Document	Number	Date	Notes
Valid Government Issued ID			Must be a valid driver's license if transporting children in out of home placement.
Training			If applicable for the child specific needs: <ul style="list-style-type: none"> • Certificates - upload by Applicant or CPA under the individual's Training Certificate section • Training Log - upload by CPA in the Other/Miscellaneous CPA Documents section
Marriage/Divorce/Death Verification			If applicable for an adoption recommendation.
Floor Plan			CPA is expected to assist the Kinship applicant with the drawing and must upload in WA CAP.
Applicant Mental Health Report - Confidential	<u>DCYF 13-001B</u>	07/2022	If applicable to mitigate issues/concerns, <ul style="list-style-type: none"> • Applicant completes Section #1 and CPA either faxes or emails using secure email to the mental health provider. • Upload by CPA under the individual's Miscellaneous Documents section.

Reference forms are no longer required. Conduct "collateral contacts" instead. For Adult Child, CPA may access Adult Child Reference Questionnaire [DCYF 15-286A](#) as an optional tool to guide interview.

Required Documents for Kinship License Renewal (Child Specific)

Applicant forms (completed by Applicant unless "waived" by CPA):

Document	Number	Date	Notes
Reassessment Application	<u>DCYF 10-354</u>	<u>06/2025</u>	CPA needs to provide "Public Notice of Nondiscrimination Publication" <u>ADM 0026</u>
Authorization and Consent to Share Records (CPA Home)	<u>DCYF 15-824A</u>	05/2023	Must be submitted with "Home Study or Reassessment Application" and "Background Confirmation and Out-of-State Check."
Background Confirmation and Out-of-State Check	<u>DCYF 15-460</u>	03/2024	Needs to be completed by anyone 16 years of age and older after they have submitted the online BAF. Practice Guidance: <u>CPA Foster Home BG Steps</u>

Document	Number	Date	Notes
Emergency and Evacuation Plan (Kinship)	DCYF 16-204A	06/2025	Page 2/Worker Information is to be completed by the applicant(s) outside the WA CAP (not sent to RL) then per the direction on the form, the family needs to <i>"post it (entire page 2) in a prominent location in their home."</i>
Infant Safety Agreement	DCYF 15-821	09/2022	<ul style="list-style-type: none"> Required for all adult household members: <ul style="list-style-type: none"> - if there is a current or expected placement of infants under the age of 12 months - who will have unsupervised contact Waive if there is no current or anticipated placement of infants.
WAC Agreement (Kinship)	DCYF 10-290A	06/2025	Form must be reviewed and signed by each Applicant.
Applicant Medical Report - Confidential (Medical Provider)	DCYF 13-001	09/2022	<p>Add the form to track if needed</p> <p>If applicable for mitigating new issues/concerns, the date of last physical exam needs to be within 12 months of the date the application is submitted to LD from CPA.</p> <ul style="list-style-type: none"> Applicant completes Section #1 and CPA either faxes or emails using secure email to the licensed healthcare provider.

Agency Forms (completed by CPA):

Document	Number	Date	Notes
File Checklist and Certification of Kinship Home	DCYF 10-016A	06/2025	CPA needs to provide "Bloodborne Pathogens Fact Sheet" LIC-0164
Financial Worksheet	DCYF 14-452	9/2022	OPTIONAL: CPA can utilize the form as a tool during interviews to help assess financial stability and to provide resources and support.

Home Inspection Checklist (Kinship)	DCYF 10-453	06/2025	<p><u>Required in Person:</u></p> <ul style="list-style-type: none"> • One inspection minimum. <p><u>Virtual Inspection Permitted:</u></p> <ul style="list-style-type: none"> • Follow-up to verify, including photos or videos.
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Document	Number	Date	Notes
Kinship License Renewal Assessment	DCYF 10-405D	06/2025	<p><u>Interviews Required in Person:</u></p> <ul style="list-style-type: none"> • Primary applicant <p><u>Virtual Interviews Permitted and completed only as needed with:</u></p> <ul style="list-style-type: none"> • Co-applicant • Additional household members • Property members with unsupervised access to children/youth in care <p>Details on sleeping arrangements (bedroom/designated sleeping area) should be included in #9 even if the home has not changed since it was first licensed.</p>
Limited English Proficient (LEP)/Deaf/Hard of Hearing Service Record	DCYF 15-245	10/2021	If applicable. CPA needs to complete the form documenting their compliance with the LEP requirement.
Supervision Plan for Site Specific Conditions (Kinship)	DCYF 10-419A	06/2025	When applicable (trampolines, water hazards, etc.).

Supporting Documents (uploaded by Applicant or CPA):

Document	Number	Date	Notes
Valid Government Issued ID			Must be a valid driver's license if transporting children in out of home placement. Upload by Applicant or CPA.
Training			If applicable for the child specific needs, <ul style="list-style-type: none"> • Certificates -upload by Applicant or CPA under the individual's Training Certificate section • Training Log - upload by CPA in the Other/Miscellaneous CPA Documents section
Floor Plan			CPA is expected to assist the Kinship applicant with the drawing and must upload in WA CAP.
Applicant Mental Health Report - Confidential	<u>DCYF 13-001B</u>	07/2022	If applicable to mitigate any new concerns/issues. <ul style="list-style-type: none"> • Applicant completes Section #1 and CPA either faxes or emails using secure email to the mental health provider. • Upload by CPA under the individual's Miscellaneous Documents section

Required Documents for Kinship Amendment (Move)

Applicant Forms (completed by Applicant):

Document	Number	Date	Notes
Reassessment Application	<u>DCYF 10-354</u>	6/2025	
Authorization and Consent to Share Records (CPA Home)	<u>DCYF 15-824A</u>	05/2023	Must be submitted with "Home Study or Reassessment Application" and "Background Confirmation and Out-of-State Check"; if applicable for all NEW household and property members with unsupervised access to children in care, as well as existing household members who recently turned age 16-18 and haven't previously completed it.
Background Check Confirmation and Out-of-State Check	<u>DCYF 15-460</u>	03/2024	Only for all NEW household and property members with unsupervised access to children in care, as well as existing household members who recently turned age 16-18 and haven't previously completed it.
Emergency and Evacuation Plan (Kinship)	<u>DCYF 16-204A</u>	06/2025	Page 2: Worker Information is to be completed by the applicant(s) outside of WA CAP (not sent to RL) then the family must review the evacuation plan with the children/youth placed in the home.

Agency Forms (completed by CPA):

Document	Number	Date	Notes
File Checklist and Certification for Kinship Home	DCYF 10-016A	06/2025	CPA needs to provide the “Bloodborne Pathogens Fact Sheet” LIC-0164
Home Inspection Checklist (Kinship)	DCYF 10-143	06/2025	<p><u>Required in Person:</u></p> <ul style="list-style-type: none"> One inspection minimum. <p><u>Virtual Inspection Permitted:</u></p> <ul style="list-style-type: none"> Follow-up to verify, including photos or videos.
Kinship License Move Assessment	DCYF 10-405C	06/2025	<p><u>Interviews Required in Person:</u></p> <ul style="list-style-type: none"> Primary applicant <p><u>Virtual Interviews Permitted and completed only as needed with:</u></p> <ul style="list-style-type: none"> Co-applicant Additional household members Property members with unsupervised access to children/youth in care <p>Details on sleeping arrangements (bedroom/designated sleeping area) in #3.</p>
Limited English Proficient (LEP)/Deaf/Hard of Hearing Service Record	DCYF 15-245	10/2021	<p>If applicable. CPA needs to complete the form documenting their compliance with the LEP requirement.</p> <p>Applicant’s children are not allowed to serve as interpreters/translators for their parents.</p>
Supervision Plan for Site Specific Conditions (Kinship)	DCYF 10-419A	6/2025	When applicable (trampolines, water hazards, etc.).

Supporting Documents (uploaded by Applicant or CPA):

Document	Number	Date	Notes
Valid Government Issued ID			<ul style="list-style-type: none"> Upload of a valid driver’s license by Applicant or CPA if expired and transporting children in care.
Floor Plan			CPA is expected to assist the Kinship applicant with the drawing and must upload in WA CAP.

Notes:

- If there is a placement and the family remains intact, caregiver(s) may continue providing care under their previous license for 30 calendar days from the move date. Amended licenses for moves must be completed within 30 days from the first day at the new address. Submission for an amended license must be done prior to the 30 days to allow the Regional Licensing time to review the amendment in time.
- If there is NO placement and the family remains intact, caregiver(s) may continue providing care under their previous license for 90 calendar days from the notification date. CPA licensor still must complete the inspection within 30 day of move notification from caregiver(s). Amended licenses for moves must be completed within 90 days from the first day at the new address. Submission for an amended license must be done prior to the 90 days to allow the Regional Licensing time to review the amendment in time.
- If the current license expires within six months **after** the move, a “new” three-year license may be issued in lieu of amending the license. The renewal paperwork is required to complete the license.

Required Documents for Kinship Certified Respite Provider

Applicant Forms (completed by Applicant unless “waived” by CPA):

Document	Number	Date	Notes
Application for Certified Respite Provider Respite can be provided in <ul style="list-style-type: none">• Kinship licensed home• Certified Respite provider’s home	<u>DCYF 14-512</u>	11/2021	Required only the first time. Only one applicant allowed. <ul style="list-style-type: none">• If care will be provided in the Certified Respite Provider’s own home-all household/property members age 16 and older with unsupervised access to children/youth in care must be listed
Authorization and Consent to Share Records (CPA Home)	<u>DCYF 15-824A</u>	05/2023	Must be submitted with “Application for Certified Respite Provider” and “Background Confirmation and Out-of-State Check.”
Background Confirmation and Out-of-State Check	<u>DCYF 15-460</u>	03/2024	<ul style="list-style-type: none">• Also required for respite renewal.• Must be completed<ul style="list-style-type: none">○ after the applicant has submitted the online BAF.○ For care in a Certified Respite home, all household/property members age 16 and older with unsupervised access to children/youth in care must submit
Infant Safety Agreement (Certified Respite)	<u>DCYF 15-821A</u>	01/2023	<ul style="list-style-type: none">• If applicable• Also required for respite renewal.
Certified Respite Provider Agreement	<u>DCYF 14-510</u>	11/2021	Also required for respite renewal.

Agency Forms (completed by CPA):

Document	Number	Date	Notes
Limited English Proficient (LEP)/Deaf/Hard of Hearing Service Record	<u>DCYF 15-245</u>	10/2021	If applicable. CPA needs to complete the form documenting their compliance with the LEP requirement. Applicant's children are not allowed to serve as interpreters/translators for their parents.
File Checklist (Certified Respite)	<u>DCYF 16-225</u>	11/2022	Also required for respite renewal.

Supporting Documents (uploaded by Applicant or CPA):

Document	Number	Date	Notes
Valid government issued ID			Must be a valid driver's license if transporting children in out-of-home care. Update at renewal if needed. Upload by Applicant or CPA
Auto Insurance			If transporting children in out-of-home care. Update at renewal if needed. Upload by Applicant.

Notes:

- Interview can be in person or virtual. For additional/follow up interview, phone interview permitted. Interview needs to address
 - Who they will be providing care for
 - Discipline
 - A discussion regarding specific needs of the children/youth and their ability to meet those needs
 - If care is in the respite provider's home,
 - identify everyone who will be providing the care
 - in-person site inspection is required
- Written documentation including Interview, any collateral contact, assessment and recommendation regarding the certified respite applicant is kept with CPA.

Required Documents for New Foster License (General)

Applicant Forms (completed by Applicant and not to be “waived” by CPA):

Document	Number	Date	Notes
Home Study or Reassessment Application	<u>DCYF 10-354</u>	06/2025	Do not list children in out of home care. CPA needs to provide “Public Notice of Nondiscrimination Publication” ADM 0026
Authorization and Consent to Share Records (CPA Home)	<u>DCYF 15- 824A</u>	05/2023	Must be submitted with “Home Study or Reassessment Application” and “Background Confirmation and Out-of-State Check.”
Background Confirmation and Out-of-State Check	<u>DCYF 15-460</u>	03/2024	Must be completed by anyone 16 years of age and older after they have submitted the online BAF. Practice Guidance: CPA Foster Home BG Steps
Personal Information	<u>DCYF 15-276</u>	09/2022	There is no right or wrong answer. If additional info is needed to assess the applicant(s), CPA can obtain additional info during the interview(s).
Applicant Medical – Confidential (Self-Report)	<u>DCYF 13-001A</u>	09/2022	Required for each applicant.

Document	Number	Date	Notes
Emergency and Evacuation Plan	<u>DCYF 16-204</u>	06/2024	Page 2/Worker Information is to be completed by the applicant(s) outside the WA CAP (not sent to RL) then per the direction on the form, the family needs to “post it (entire page 2) in a prominent location in their home.”
Infant Safety Agreement	<u>DCYF 15-821</u>	09/2022	Required for all adult household members.
Financial Worksheet	<u>DCYF 14-452</u>	9/2022	Income verification is only needed when applicable for adoption.
TB Screening Tool	<u>DCYF 15-820</u>	06/2023	<ul style="list-style-type: none"> Active TB Screening for each person 18 and older in the home/on the property. Latent TB Screening for each person 18 and older in the home/on the property. TB Test when screening indicates.
Pet Vaccination Agreement	<u>DCYF 15-826</u>	06/2023	If applicable. Vaccination verification is not required to be uploaded into WACAP.
WAC Agreement Checklist	<u>DCYF 10-290</u>	03/2023	Form must be reviewed and signed by each Applicant.
Influenza Vaccination Agreement	<u>DCYF 15-822</u>	09/2022	The agreement is only signed by each Applicant. CPA needs to verify the completion of agreement, not the actual flu vaccination.
Applicant Medical Report - Confidential (Medical Provider)	<u>DCYF 13-001</u>	09/2022	<p>If applicable for adoption or mitigating issues/concerns, date of last physical exam needs to be within 12 months of the date the application is submitted to LD from CPA.</p> <ul style="list-style-type: none"> Applicant completes Section #1 and CPA either faxes or emails using secure email to the licensed healthcare provider.

Agency Forms (completed by CPA):

Document	Number	Date	Notes
File Checklist and Certification for License of Foster Home	<u>DCYF 10-016</u>	06/2024	
Home Inspection Checklist (Licensed)	<u>DCYF 10-183</u>	03/2023	<p><u>Required in Person:</u></p> <ul style="list-style-type: none"> One inspection minimum. <p><u>Virtual Inspection Permitted:</u></p> <ul style="list-style-type: none"> Follow-up to verify, including photos or videos. <p>Resources: <u>Safety Barrier Guidelines for Pools.pdf (cpsc.gov)</u> <u>Bed Enclosure Guidance</u></p>

Document	Number	Date	Notes
Individual Training Plan	<u>DCYF 06-166</u> or CPA documentation	11/2022	CPA can discuss the training plan with each applicant and either complete/upload the form in WA CAP or include the training plan discussion in the home study.
Limited English Proficient (LEP)/Deaf/Hard of Hearing Service Record	<u>DCYF 15-245</u>	10/2021	If applicable. CPA needs to complete the form documenting their compliance with the LEP requirement. Applicant's children are not allowed to serve as interpreters/translators for their parents.
Supervision Plan for Site Specific Conditions	<u>DCYF 10-419</u>	11/2022	When applicable (trampolines, water hazards, etc.).

Home Study (completed by CPA):

Document	Number	Date	Notes
Home Study	<u>DCYF 10-043</u>	12/2023	<p><u>Interviews Required in Person:</u></p> <ul style="list-style-type: none"> • Primary applicants. • Joint interview if two or more applicants. • All household children, including children in the care and custody of DCYF and children who reside in the home part-time; separate from others. • Observation and documentation of non-verbal children. • Separate, individual interviews with all other adult household members in home/on property. <p>Note: Follow-up to interviews may be virtual.</p> <p><u>Consult the child's DCYF Case Worker or document attempts if applicable.</u></p> <p>Resources: Permanency Planning Matrix</p>

References (completion verified by CPA):

Document	Number	Date	Notes
Reference Questionnaire	<u>DCYF 15-286</u>	01/2023	<ul style="list-style-type: none"> Two references, one must be unrelated. One must have known both applicants for at least two years (related or unrelated). If an adult child completed a standard reference questionnaire, that counts as a reference, and a separate adult child reference questionnaire is not needed.
Adult Child Reference Questionnaire	<u>DCYF 15-286A</u>	01/2019	<p>Interview all adult children, or document attempts including:</p> <ul style="list-style-type: none"> Two attempts minimum. Two different forms of communication on two different days. Document attempts or contact in home study. All adult children need to be interviewed even if they complete “Adult Child Reference Questionnaire” as one of the two required references.

Supporting Documents (uploaded by Applicant or CPA):

Document	Number	Date	Date
Valid Government Issued ID			Must be a valid driver’s license if transporting children in out of home placement.
Auto Insurance			If transporting children in out of home placement.
Floor Plan			Upload by Applicant
First Aid/CPR/BBP Certificates			Upload by Applicant
CCT Certificate			Upload by Applicant
Child Vaccinations			<p>After CPA verifies the child’s vaccinations outside WA CAP,</p> <ul style="list-style-type: none"> “waive” and enter “verification completed” or submit the vaccination exemption form <p>Do not keep the child’s vaccination records in CPA agency file.</p>

Document	Number	Date	Notes
Proof of Pertussis Immunization			If the home is licensed for children under the age of 2 or medically fragile, <ul style="list-style-type: none"> upload by each Applicant and completion verified by CPA. for other household members over the age of 3 months, CPA verifies outside WA CAP and enters “verification completed” under “waive” in WA CAP.
Vaccine Exemption	<u>DCYF 15-455</u>	11/2021	If applicable. Upload by Applicant.
Private well water tests, including both coliform and nitrates			If applicable. Upload by Applicant.
Income Verification			If applicable for an adoption recommendation.
Marriage/Divorce/Death Verification			If applicable for an adoption recommendation.
Training Certificates			Upload by Applicant or CPA
Training Log			Include CCT/CPR/FA/BBP and any additional training. Upload by CPA
Applicant Mental Health Report -Confidential	<u>DCYF 13-001B</u>	07/2022	If applicable to mitigate issues/concerns. <ul style="list-style-type: none"> Applicant completes Section #1 and CPA either faxes or emails using secure email to the mental health provider. Upload by CPA under the individual’s Miscellaneous Documents section.

Required Documents for Foster License Renewal (General)

Applicant forms (completed by Applicant unless “waived” by CPA):

Document	Number	Date	Notes
Reassessment Application	<u>DCYF 10-354</u>	06/2025	Do not list children in out of home care. CPA needs to provide “Public Notice of Nondiscrimination Publication” ADM 0026
Authorization and Consent to Share Records (CPA Home)	<u>DCYF 15-824A</u>	05/2023	Must be submitted with “Home Study or Reassessment Application” and “Background Confirmation and Out-of-State Check.”

Original Date: September 2022 | Revised Date: August 2025

Licensing Division | Approved for distribution by Ron Effland, Foster Care Licensing Senior Administrator

Document	Number	Date	Notes
Background Confirmation and Out-of-State Check	<u>DCYF 15-460</u>	03/2024	Needs to be completed by anyone 16 years of age and older after they have submitted the online BAF.
Applicant Medical – Confidential (Self-Report)	<u>DCYF 13-001A</u>	09/2022	Required for each applicant.
Emergency and Evacuation Plan	<u>DCYF 16-204</u>	06/2024	Page 2/Worker Information is to be completed by the applicant(s) outside the WA CAP (not sent to RL) then per the direction on the form, the family needs to “ <i>post it (entire page 2) in a prominent location in their home.</i> ”
Infant Safety Agreement	<u>DCYF 15-821</u>	09/2022	Required for all adult household members.
Financial Worksheet	<u>DCYF 14-452</u>	09/2022	If finances have decreased significantly since previous home study or reassessment.
WAC Agreement Checklist	<u>DCYF 10-290</u>	03/2023	Form must be reviewed and signed by each Applicant.
Influenza Vaccination Agreement	<u>DCYF 15-822</u>	09/2022	The agreement is only signed by each applicant. CPA needs to verify the completion of agreement, not the actual flu vaccination.
Applicant Medical Report - Confidential (Medical Provider)	<u>DCYF 13-001</u>	09/2022	<p>If applicable for mitigating new issues/concerns, date of last physical exam needs to be within 12 months of the date the application is submitted to LD from CPA.</p> <ul style="list-style-type: none"> Applicant completes Section #1 and CPA either faxes or emails using secure email to the licensed healthcare provider.
Pet Vaccination Agreement	<u>DCYF 15-826</u>	06/2023	If applicable. Vaccination verification is not required to be uploaded into WACAP.
TB Screening Tool *For new person age 18 and over in the home/on the premises	<u>DCYF 15-820</u>	06/2023	<ul style="list-style-type: none"> Active TB Screening for each for each new person 18 and older in the home/on the property. Latent TB Screening for each new person 18 and older in the home/on the property. TB Test when screening indicates.

Agency Forms (completed by CPA):

Document	Number	Date	Notes
File Checklist and Certification of Foster Home	<u>DCYF 10-016</u>	06/2024	
Home Inspection Checklist (Licensed)	<u>DCYF 10-183</u>	03/2023	<p>Form needs to be completed by CPA, not Applicant(s).</p> <p><u>Required in Person:</u></p> <ul style="list-style-type: none"> • One inspection minimum. <p><u>Virtual Inspection Permitted:</u></p> <ul style="list-style-type: none"> • Follow-up to verify, including photos or videos.
Foster Home Reassessment	<u>DCYF 10-405</u>	06/2023	<p><u>Interviews Required in Person:</u></p> <ul style="list-style-type: none"> • Primary applicant <p><u>Virtual Interviews Permitted:</u></p> <ul style="list-style-type: none"> • With secondary applicant, if needed. • Separate, individual “mini” interviews with all other new household members in home/on property. <p>*Details on sleeping arrangements (who sleeps where and types of bed for children in out of home care) should be included in box #8 even if the home remains the same.</p>
Individual Training Plan	<u>DCYF 06-166</u> or CPA Documentation	11/2022	<p>Refer to Foster Parent Continuing Education Tool for CPA.</p> <p>CPA can discuss the training plan with each applicant and either completes/uploads the form in WA CAP or include the training plan discussion in the Reassessment form.</p>
Limited English Proficient (LEP)/Deaf/Hard of Hearing Service Record	<u>DCYF 15-245</u>	10/2021	<p>If applicable. CPA needs to complete the form documenting their compliance with the LEP requirement.</p> <p>Applicant’s children are not allowed to serve as interpreters/translators for their parents.</p>
Supervision Plan for Site Specific Conditions	<u>DCYF 10-419</u>	11/2022	<p>When applicable (trampolines, water hazards, etc.).</p>

Supporting Documents (uploaded by Applicant or CPA):

Document	Number	Date	Notes
Training Certificates			Upload by Applicant
Child Vaccinations			<p>After CPA verifies the child's vaccinations outside WA CAP,</p> <ul style="list-style-type: none"> • "waive" and enter "verification completed" or • submit the vaccination exemption form <p>Do not keep the child's vaccination records in CPA agency file.</p>
Valid government issued ID			<p>Must be a valid driver's license if transporting children in out of home placement.</p> <p>Upload by Applicant.</p>
Auto Insurance			<p>If transporting children in out of home placement.</p> <p>Upload by Applicant.</p>
Floor Plan			Upload by Applicant.
First Aid/CPR Certification			Upload by Applicant.
Vaccination Exemption *For new household members	<u>DCYF 15-455</u>	11/2021	<p>If applicable. If LD has a permanent exemption on file for the individual, a new exemption form is not required for renewal.</p> <p>Upload by Applicant.</p>
Private well water tests, including both coliform and nitrates			If applicable must be re-tested at renewal. Upload by Applicant.
Income verification			If applicable upload by Applicant.
Training Log			<p>Include CPR/FA and any additional training. Refer to Foster Parent Continuing Education Tool for CPA.</p> <p>Uploaded by CPA.</p>
Applicant Mental Health Report -Confidential	<u>DCYF 13-001B</u>	07/2022	<p>If applicable to mitigate any new concerns/issues.</p> <ul style="list-style-type: none"> • Applicant completes Section #1 and CPA either faxes or emails using secure email to the mental health provider. • Upload by CPA under the individual's Miscellaneous Documents section
Proof of Pertussis Immunization *For new household members			<p>If the home is licensed for children under the age of 2 or medically fragile,</p> <ul style="list-style-type: none"> • upload by each Applicant and completion verified by CPA. • for other household members over the age of 3 months, CPA verifies outside WA CAP and enters "verification completed" under "waive" in WA CAP.

Required Documents for Provisional Expedited Kinship & Foster License (Phase 1 and 2)

Applicant Forms (completed by Applicant):

Document	Number	Date	Notes
Home Study or Reassessment Application	<u>DCYF 10-354</u>	06/2025	CPA needs to provide “Public Notice of Nondiscrimination Publication” ADM 0026 .
Authorization and Consent to Share Records (CPA Home)	<u>DCYF 15-824A</u>	05/2023	Must be submitted with “Home Study or Reassessment Application” and “Background Confirmation and Out-of-State Check.”
Background Confirmation and Out-of-State Check	<u>DCYF 15-460</u>	03/2024	Needs to be completed by anyone 16 years and older after they have submitted their online BAF. *For Kinship - if BAF was already submitted thru Child Welfare, consult with Regional Licenser if new BAF is needed. Practice Guidance: CPA Foster Home BG Steps
Infant Safety Agreement	<u>DCYF 15-821</u>	09/2022	Required for all adult household members.
WAC Agreement Checklist	<u>DCYF 10-290</u>	03/2023	Form must be reviewed and signed by each Applicant.

Agency Forms (completed by CPA):

Document	Number	Date	Notes
File Checklist and Certification for License of Foster Home	<u>DCYF 10-016</u>	06/2024	Expedited criteria needs to be met Guidance: Provisional Expedited Policy
Home Inspection Checklist (Licensed)	<u>DCYF 10-183</u>	03/2023	Form is completed by CPA for “expedited criteria met.” <u>Required in Person:</u> <ul style="list-style-type: none"> One inspection minimum. <u>Virtual Inspection Permitted:</u> <ul style="list-style-type: none"> Follow-up to verify, including photos or videos.
Limited English Proficient (LEP)/Deaf/Hard of Hearing Service Record	<u>DCYF 15-245</u>	10/2021	If applicable. CPA needs to complete the form documenting their compliance with the LEP requirement. Applicant’s children are not allowed to serve as interpreters/translators for their parents.
Supervision Plan for Site Specific Conditions	<u>DCYF 10-419</u>	11/2022	When applicable (trampolines, water hazards, etc.).

Original Date: September 2022 | Revised Date: August 2025

Licensing Division | Approved for distribution by Ron Effland, Foster Care Licensing Senior Administrator

Supporting Documents (uploaded by Applicant or CPA):

Document	Number	Date	Notes
Valid Government Issued ID			Must be a valid driver's license if transporting children in out of home placement.
Auto Insurance			If transporting children in out of home placement.
Floor Plan			Upload by Applicant or CPA

Required Documents for Provisional Expedited License (Phase 2)

Refer to the required documents for "New" Kinship or Foster License.

Note: No new application is needed. A full, new license must be completed within 90 days of Provisional Expedited License approval. No duplication of documents that were completed during Phase 1 is needed. Consult with Regional Licensors as applicable.

Required Documents for Transfer from State to CPA or from CPA to CPA ("New" Foster License – General)

Note: When transferring a Kinship License from State to CPA or from CPA to CPA, refer to the required documents for "New Kinship License (Child Specific)".

Applicant Forms (completed by Applicant unless "waived" by CPA):

Document	Number	Date	Notes
Home Study or Reassessment Application	<u>DCYF 10-354</u>	06/2025	CPA needs to provide "Public Notice of Nondiscrimination Publication" ADM_0026 .
Authorization and Consent to Share Records (CPA Home)	<u>DCYF 15-824A</u>	05/2023	Must be submitted with "Home Study or Reassessment Application" and "Background Confirmation and Out-of-State Check."

Background Check Confirmation and Out-of-State Check	<u>DCYF 15-460</u>	03/2024	Needs to be completed by any 16 years and older after they have submitted the online BAF (subject to In-State check). Any NEW adult and existing household members who have turned 18 years need the National/Fingerprint check.
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Document	Number	Date	Notes
Personal Information	<u>DCYF 15-276</u>	09/2022	There is no right or wrong answer. If additional info is needed to assess the applicant, CPA can obtain additional info during the interview(s).
Applicant Medical Report – Confidential (Self Report)	<u>DCYF 13-001A</u>	09/2022	Required for each applicant.
Emergency and Evacuation Plan	<u>DCYF 16-204</u>	06/2024	Page 2/Worker Information is to be completed by the applicant(s) outside the WA CAP (not sent to RL) then per the direction on the form, the family needs to “ <i>post it (entire page 2) in a prominent location in their home.</i> ”
Infant Safety Agreement	<u>DCYF 15-821</u>	09/2022	Required for all adult household members.
Financial Worksheet	<u>DCYF 14-452</u>	09/2022	Only required when finances have decreased since the completion of the previous home study, or if the previous home study did not include an adoption recommendation.
TB Screening Tool *For new household members age 18 and older	<u>DCYF 15-820</u>	06/2023	<ul style="list-style-type: none"> • Active TB Screening for each new person 18 and older in the home/on the property. • Latent TB Screening for each new person 18 and older in the home/on the property. • TB Test when screening indicates.
Pet Vaccination Agreement	<u>DCYF 15-826</u>	06/2023	<ul style="list-style-type: none"> • If applicable. No Rabies verification is required.
WAC Agreement Checklist	<u>DCYF 10-290</u>	03/2023	Form must be reviewed and signed by each Applicant.
Influenza Vaccination Agreement	<u>DCYF 15-822</u>	09/2022	The agreement is only signed by each applicant. CPA needs to verify the completion of agreement, not the actual flu vaccination.

Applicant Medical Report - Confidential (Medical Provider)	<u>DCYF 13-001</u>	09/2022	<p>If applicable for:</p> <ul style="list-style-type: none"> • mitigating issues/concerns, date of last physical exam needs to be within 12 months of the date the application is submitted to LD from CPA or • the recommendation of adoption and previous home study was not a Unified Home Study. <p>Applicant completes Section #1 and CPA either faxes or emails using secure email to the licensed healthcare provider.</p>
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Agency Forms (completed by CPA):

Document	Number	Date	Notes
File Checklist and Certification for License of Foster Home	<u>DCYF 10-016</u>	06/2024	
Home Inspection Checklist (Licensed)	<u>DCYF 10-183</u>	03/2023	<u>Required in Person:</u> <ul style="list-style-type: none"> One inspection minimum. <u>Virtual Inspection Permitted:</u> <ul style="list-style-type: none"> Follow-up to verify, including photos or videos.
Individual Training Plan	<u>DCYF 06-166</u> or CPA Documentation	11/2022	Refer to Foster Parent Continuing Education Tool for CPA. CPA can discuss the training plan with each applicant and either complete/upload the form in WA CPA or include the training plan discussion in the home study.
Limited English Proficient (LEP)/Deaf/Hard of Hearing Service Record	<u>DCYF 15-245</u>	10/2021	If applicable. CPA needs to complete the form documenting their compliance with the LEP requirement. Applicant's children are not allowed to serve as interpreters/translators for their parents.
Supervision Plan for Site Specific Concerns	<u>DCYF 10-419</u>	11/2022	When applicable (ex: trampolines, water hazards, etc.).

Home Study (completed by CPA):

Document	Number	Date	Notes
Home Study	<u>DCYF 10-043</u>	12/2023	<u>Interviews Required in Person:</u> <ul style="list-style-type: none"> Primary applicants (interviewed individually). Joint interview if two or more applicants. All household children, including children in the care and custody of DCYF and children who reside in the home part-time, are separated from others. Separate, individual interviews with all other adult household members in the home/on property. Observation and documentation of non-verbal children. <p>Note: Follow-up interviews may be virtual.</p> <p><u>Document collateral contact with case worker and/or supervisor or document attempts.</u></p> <p>Resources: Permanency Planning Matrix</p>

References (completion verified by CPA):

Document	Number	Date	Notes
Reference Questionnaire	<u>DCYF 15-286</u>	01/2023	<ul style="list-style-type: none"> Two references, one must be unrelated. One must have known both applicants for at least two years (related or unrelated). If one of them is from an adult child, that counts as the reference and a separate adult child reference is not needed.
Adult Child Reference Questionnaire	<u>DCYF 15-286A</u>	01/2019	<p>Interview all adult children, or document attempts including:</p> <ul style="list-style-type: none"> Two attempts minimum. Two different forms of communication on two different days. Document attempts or contact in home study. All adult children need to be interviewed even if they complete "Adult Child Reference Questionnaire" as one of the two required references.

Supporting Documents (upload by Applicant or CPA):

Document	Number	Date	Notes
Valid Government Issued ID			Must be a valid driver's license if transporting children in out of home placement.
Auto Insurance			If expired and transporting children in out of home placement.
Floor Plan			Upload by Applicant
First Aid/CPR Certificates			If expired and needs to be renewed
Child Vaccinations *If applicable for new child in the home			<p>After CPA verifies the child's vaccinations outside WA CAP,</p> <ul style="list-style-type: none"> "waive" and enter "verification completed" or Submit the vaccination exemption form <p>Do not keep the child's vaccination records in CPA agency file.</p>
Proof of Pertussis Immunization *If applicable for new household members			<p>If the home is licensed for children under the age of 2 or medically fragile,</p> <ul style="list-style-type: none"> upload by each Applicant and completion verified by CPA. for other household members over the age of 3 months, CPA verifies outside WA CAP and enters "verification completed" under "waive" in WA CAP.

Document	Number	Date	Notes
Vaccination Exemption *If applicable for new household members	<u>DCYF 15-455</u>	11/2021	If applicable.
Private well water tests, including both coliform and nitrates			If applicable.
Income verification			If applicable
Marriage/Divorce/Death Verification			If the original home study did not include adoption recommendations, and the updated home study will, then CPA needs to verify current marriage and prior divorces.
Training Log			Include CCT/CPR/FA/BBP and any additional training. Uploaded by CPA
Applicant Mental Health Report -Confidential	<u>DCYF 13-001B</u>	07/2022	If applicable to mitigate any new concerns/issues. <ul style="list-style-type: none"> Applicant completes Section #1 and CPA either faxes or emails using secure email to the mental health provider. Upload by CPA under the individual's Miscellaneous Documents section

Note: The CPA licensor will meet with the foster family to verify the information contained in the previous home study. The CPA licensor may use all the information in the previous home study that is still applicable but will create a new home study assessment with the foster family to remove any inaccurate information and add the new information.

Required Documents for Adoption Home Study Update only (not issuing a new 3 year license)

DCYF Policy 5110:

Adoption home study updates are required when:

1. There are changes within the family, e.g. divorce, someone new moves in the home, a medical condition or significant change affecting the caregiver's ability to care for children or
2. The needs or characteristics of a child considered for adoption are significantly different than when the family was assessed in a previously approved home study or
3. Families have previously adopted a child and are adopting another child that is outside the recommendations on the previous home study or
4. The local court requires an update

Applicant Forms (completed by Applicant unless “waived” by CPA. Most forms can be waived.):

Document	Number	Date	Notes
Home Study or Reassessment Application *Not required for Kinship Home Study Update for adding adoption requirements	<u>DCYF 10-354</u>	06/2025	
Authorization and Consent to Share Records (CPA Home)	<u>DCYF 15-824A</u>	05/2023	Must be submitted with “Home Study or Reassessment Application” and “Background Confirmation and Out-of-State Check.”
Background Check Confirmation and Out-of-State Check	<u>DCYF 15-460</u>	03/2024	Needs to be completed by any NEW adult household member and existing household members who have turned 16 years old after they have submitted the online BAF. If someone turned 18 years old, a fingerprint clearance needs to be completed.
Personal Information	<u>DCYF 15-276</u>	09/2022	In most cases, no Personal Information is required. Consult Regional Licensor to see if Personal Information may be required.
Applicant Medical Report – Confidential (Self Report)	<u>DCYF 13-001A</u>	09/2022	Required for each applicant.
Financial Worksheet	<u>DCYF 14-452</u>	09/2022	If necessary based on changes in the financial history or if the original home study did not include an adoption recommendation
Applicant Medical Report – Confidential (Medical Provider)	<u>DCYF 13-001</u>	09/2022	<p>If the original home study did not include an adoption recommendation or if applicable for mitigating new issues/concerns, date of last physical exam needs to be within 12 months of the date the application is submitted to LD from CPA.</p> <ul style="list-style-type: none"> Applicant completes Section #1 and CPA either faxes or emails using secure email to the licensed healthcare provider.

Agency Forms (completed by CPA):

Document	Number	Date	Notes
File Checklist and Certification for License of Foster Home	<u>DCYF 10-016</u>	06/2024	
Home Inspection Checklist (Licensed)	<u>DCYF 10-183</u>	03/2023	Virtual inspection permitted if approved by RL Supervisor.
Limited English Proficient (LEP)/Deaf/Hard of Hearing Service Record	<u>DCYF 15-245</u>	10/2021	If applicable. CPA needs to complete the form documenting their compliance with the LEP requirement and send a copy to RL when submitting the completed certification packet.
Supervision Plan for Site Specific Concerns	<u>DCYF 10-419</u>	11/2022	When applicable (ex: trampolines, water hazards, etc.).

Home Study (completed by CPA):

Document	Number	Date	Notes
Home Study or Kinship Home Study Update *Kinship Home Study Update: <ul style="list-style-type: none"> Adding adoption requirements only without requiring a new 3 year license 	<u>DCYF 10-043</u> <u>DCYF 10-018B</u>	12/2023 09/2024	<u>Interviews Required in Person:</u> <ul style="list-style-type: none"> Primary applicant. All household children, including children in the care and custody of DCYF and children who reside in the home part-time; separate from others. Observation and documentation of non-verbal children. <u>Virtual Interviews Permitted:</u> <ul style="list-style-type: none"> Secondary applicant. Joint interview if two or more applicants. Separate, individual interviews with all other adult household members in home/on property. <u>Consult the child's DCYF Case Worker or document attempts.</u> Resources: Permanency Planning Matrix

References (verification completed by CPA):

Document	Number	Date	Notes
Reference Questionnaire	<u>DCYF 15-286</u>	01/2023	<ul style="list-style-type: none"> Complete new references or a follow-up call with original references from previous home study. Two references, one must be unrelated. One must have known both applicants for at least two years (related or unrelated). If one of them is from an adult child, that counts as the reference and a separate adult child reference is not needed.
Adult Child Reference Questionnaire	<u>DCYF 15-286A</u>	01/2019	<p>Interview all adult children or follow-up if previously interviewed or document attempts including:</p> <ul style="list-style-type: none"> Two attempts minimum. Two different forms of communication on two different days. Document attempts or contact in home study. All adult children need to be interviewed even if they complete "Adult Child Reference Questionnaire" as one of the two required references

Supporting Documents (uploaded by Applicant or CPA):

Document	Number	Date	Notes
Marital/Divorce/Death Verification			If the original home study did not include an adoption recommendation, upload of current marriage and/or prior divorces by Applicant and completion verification by CPA.
Income verification			If previous home study did not include an adoption recommendation
Applicant Mental Health Report -Confidential	<u>DCYF 13-001B</u>	07/2022	<p>If applicable to mitigate any new concerns/issues.</p> <ul style="list-style-type: none"> Applicant completes Section #1 and CPA either faxes or emails using secure email to the mental health provider. Upload by CPA under the individual's Miscellaneous Documents section

Note: An Adoption Home Study Update should not contain information that is not current. Incorporate all the necessary updates into each section rather than each section noted as "update."

Required Documents for Foster License Amendment (Move)

Applicant Forms (completed by Applicant):

Document	Number	Date	Notes
Reassessment Application	DCYF 10-354	06/2025	
Authorization and Consent to Share Records (CPA Home)	DCYF 15-824A	05/2023	Must be submitted with “Home Study or Reassessment Application” and “Background Confirmation and Out-of-State Check.”
Background Check Confirmation and Out-of-State Check	DCYF 15-460	03/2024	Only for NEW household members and existing household members who recently turned 16-18 years and haven’t previously completed it.
Emergency and Evacuation Plan	DCYF 16-204	06/2024	Page 2/Worker Information is to be completed by the applicant(s) outside the WA CAP (not sent to RL) then per the direction on the form, the family needs to “ <i>post it (entire page 2) in a prominent location in their home.</i> ”
TB Screening Tool *For new household members age 18 and over	DCYF 15-820	06/2023	<ul style="list-style-type: none"> • Active TB Screening for each new person 18 and older in the home/on the property. • Latent TB Screening for each new person 18 and older in the home/on the property. • TB Test when screening indicates.

Agency Forms (completed by CPA):

Document	Number	Date	Notes
File Checklist and Certification for License of Foster Home	DCYF 10-016	06/2024	
Home Inspection Checklist (Licensed)	DCYF 10-183	03/2023	<u>Required in Person:</u> <ul style="list-style-type: none"> • One inspection minimum. <u>Virtual Inspection Permitted:</u> <ul style="list-style-type: none"> • Follow-up to verify, including photos or videos.
Foster Home Move Reassessment	DCYF 10-405B	06/2023	Details on sleeping arrangements (who sleeps where and types of bed for children in out of home care), as well as the new home/neighborhood should be included in box #3.

Document	Number	Date	Notes
Limited English Proficient (LEP)/Deaf/Hard of Hearing Service Record	<u>DCYF 15-245</u>	10/2021	If applicable. CPA needs to complete the form documenting their compliance with the LEP requirement. Applicant's children are not allowed to serve as interpreters/translators for their parents.
Supervision Plan for Site Specific Conditions	<u>DCYF 10-419</u>	11/2022	When applicable (trampolines, water hazards, etc.).

Supporting Documents (uploaded by Applicant or CPA):

Document	Number	Date	Notes
Valid Government Issued ID			Upload by Applicant if expired.
Auto Insurance			Upload by Applicant if expired.
Floor Plan			Upload by Applicant
First Aid/CPR Certification			Upload by Applicant if expired
Private well water tests, including both coliform and nitrates			If applicable.

Notes:

- If there is a placement and the foster family remains intact, foster parent(s) may continue providing care under their previous license for 30 calendar days from the move date. Amended licenses for moves must be completed within 30 days from the first day at the new address. Submission for an amended license must be done prior to the 30 days to allow the Regional Licensing time to review the amendment in time.
- If there is NO placement, a foster family's license may remain open for 90 calendar days from the notification date. CPA licenser still must complete the inspection within 30 day of move notification from foster parent(s). Amended licenses for moves must be completed within 90 days from the first day at the new address. Submission for an amended license must be done prior to the 90 days to allow the Regional Licensing time to review the amendment in time.
- If the current license expires within six months **after** the move, a "new" three-year license may be issued in lieu of amending the license. The renewal paperwork is required to complete the license.

Required Documents for Foster License Modification

Documents to be submitted to the Regional Licensor when the license capacity (age and/or number of children) needs to be modified due to change in household members, adoption, licensee request or thru shared decision-making. Modification may require a case by case consultation with Regional Licensor. For example, while changing the age range **from 0 to 6 to 0 to 18** will be “expanding” and may require an inspection, changing **from 0 to 6 to 0 to 8** may not necessarily require an inspection.

Applicant Forms (completed by Applicant):

Document	Number	Date	Notes
Authorization and Consent to Share Records (CPA Home)	<u>DCYF 15-824A</u>	05/2023	Must be submitted with “Background Confirmation and Out-of-State Check.”
Background Check Confirmation and Out-of-State Check	<u>DCYF 15-460</u>	03/2024	Only for NEW household members and existing household members who recently turned 16-18 years and haven’t previously completed it.
Emergency and Evacuation Plan	<u>DCYF 16-204</u>	06/2024	If applicable for significant changes in bedrooms/sleeping arrangements. Page 2/Worker Information is to be completed by the applicant(s) outside the WA CAP (not sent to RL) then per the direction on the form, the family needs to “post it (entire page 2) in a prominent location in their home.”
Modification Request by CPA			A summary on agency letterhead or an email explaining the purpose for modification, how it may affect the household and the other children in placement and sleeping arrangements (bedrooms/beds). Additional information may be required based on circumstances.

Agency Forms (completed by CPA):

Document	Number	Date	Notes
File Checklist and Certification for License of Foster Home	<u>DCYF 10-016</u>	06/2024	
Home Inspection Checklist (Licensed)	<u>DCYF 10-183</u>	03/2023	Virtual inspection permitted if inspection is needed and approved by RL supervisor.

Supporting Documents (upload by Applicant or CPA):

Document	Number	Date	Notes
Valid Government Issued ID			If expired, upload by Applicant
Auto Insurance			Upload by Applicant if expired.
Floor Plan			If applicable such as the change bedroom arrangements, upload by Applicant
First Aid/CPR Certification			Upload by Applicant if expired
Private well water tests, including both coliform and nitrates			If applicable. Upload by Applicant
Proof of Pertussis			Upload by Applicant or CPA
Vaccination exemption if applicable			

Notes:

- When modifying a license, it will have the same expiration date as the current license.
- Modification in age range may result in additional document requirements such as proof of pertussis immunization, etc.

Required Documents for Change in Circumstance

- May differ for Kinship (Child Specific) License and Foster (General) License, as well as if the original home study was pre-WA CAP or in WA CAP. Consult with Regional Licensor for technical assistance.
- Foster parent(s) must have their suitability reassessed when there has been a change in circumstances that affect their ability to care for children.
- Foster parent(s) must apply for a new three-year license if there is a change, such as an addition or removal of “caregiver” to household or the addition of “kinship” placement that was not a part of the caregiver’s original Kinship License home study.

Required Documents for Certified In-Home Respite Provider (Foster)

Applicant Forms (completed by Applicant unless “waived” by CPA):

Document	Number	Date	Notes
Application for Certified Respite Provider	<u>DCYF 14-512</u>	11/2021	Required only the first time.
Authorization and Consent to Share Records (CPA Home)	<u>DCYF 15-824A</u>	05/2023	Must be submitted with “Application for Certified Respite Provider” and “Background Confirmation and Out-of-State Check.”
Background Confirmation and Out-of-State Check	<u>DCYF 15-460</u>	03/2024	Also required for respite renewal. Must be completed after the applicant has submitted the online BAF.
Infant Safety Agreement (Certified Respite)	<u>DCYF 15-821A</u>	01/2023	Also required for respite renewal.
Certified Respite Provider Agreement	<u>DCYF 14-510</u>	11/2021	Also required for respite renewal.
Vaccination Agreement	<u>DCYF 15-822A</u>	11/2021	Also required for respite renewal.
TB Screening Tool	<u>DCYF 15-820</u>	06/2023	<ul style="list-style-type: none"> • Active TB Screening • Latent TB Screening • TB Test when screening indicates

Agency Forms (completed by CPA):

Document	Number	Date	Notes
Limited English Proficient (LEP)/Deaf/Hard of Hearing Service Record	<u>DCYF 15-245</u>	10/2021	<p>If applicable. CPA needs to complete the form documenting their compliance with the LEP requirement.</p> <p>Applicant’s children are not allowed to serve as interpreters/translators for their parents.</p>
File Checklist (Certified Respite)	<u>DCYF 16-225</u>	11/2022	Also required for respite renewal.

Supporting Documents (uploaded by Applicant or CPA):

Document	Number	Date	Notes
Reference Questionnaire (Certified Respite)	<u>DCYF 10-425</u>	11/2021	Two references of any relation. Best practice would be for at least one reference to have known the applicant for at least 2 years, but this is not a must.
Valid government issued ID			Must be a valid driver's license if transporting children in out-of-home care. Update at renewal if needed. Upload by Applicant.
Auto Insurance			If transporting children in out-of-home care. Update at renewal if needed. Upload by Applicant.
First Aid/CPR/BBP Certification			BBP is a one-time requirement. Update at renewal if needed. Upload by Applicant.
Vaccination Exemption	<u>DCYF 15-455</u>	11/2021	If applicable. If LD has a permanent exemption on file for the individual, a new exemption form is not required for respite renewal. Upload by Applicant.

Notes:

- Interview can be in person or virtual. For additional/follow up interview, phone interview permitted. Interview needs to address
 - Motivation to provide care for general or specific foster homes, including type of care desired
 - Employment, including availability of days/hours to provide care
 - Experience with children
 - Education and training
 - Discipline
 - General health/mental health/ substance abuse/criminal history
 - Special skills related to providing care (such as dealing with children who are medically fragile or who have been sexually and/or physically assaultive)
- Written documentation including Interview, any collateral contact, assessment and recommendation regarding the certified respite applicant is kept within CPA file.

APPENDIX A: Concrete Goods (Kinship License)

#1: Support Funds for concrete goods such as fire extinguishers, cabinet locks, and medication lock boxes are available to support kinship caregivers, as well as certified kinship respite providers if respite is provided in their home **prior** to licensing and **at any time during** the license. CPA can submit a request for Concrete Goods thru Regional Licensor for approval. The CPA must provide information indicating that the caregiver has given written or verbal approval to share their address with Amazon.

APPENDIX B: Required Publications for Applicant

Document	Number	Date	Notes
Foster Parent Rights and Responsibilities	<u>LIC_0001</u>	04/2023	CPA needs to provide to applicant at the time of Orientation/New License/Renewal
Bloodborne Pathogens Fact Sheet	<u>LIC_0164</u>	5/2025	CPA needs to provide to Kinship applicant at the time of application
Notice of Nondiscrimination Publication	<u>ADM_0026</u>	02/2023	CPA needs to provide to applicant at the time of application