

Reporting Responsibilities for Licensed Kinship Caregivers

DCYF Intake Number: **1-866-363-4276**

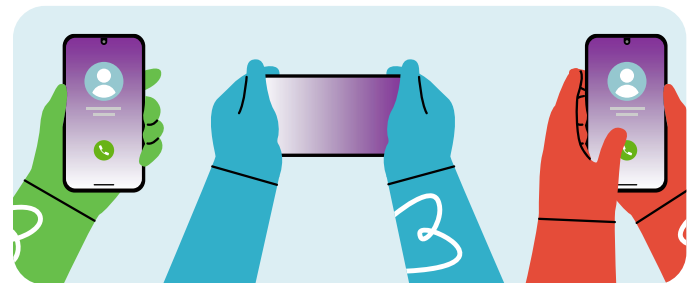
General Guidelines

- Report events and changes when they happen.
- A “caseworker” is the person assigned to children or youth through DCYF or another agency, including Tribal governments.
 - If you don’t have the DCYF caseworker’s contact information, search our directory (<https://apps-ca-ext.dcyf.wa.gov/EmployeeDirectoryInternet>).
 - For children under Tribal jurisdiction, contact the Tribal caseworker or the Tribe directly.
- Do not assume anyone already knows what happened. It doesn’t matter if you’ve reported similar things in the past.
- If the caseworker is not available or it is after normal business hours, call DCYF Intake. You may wait on hold for a while. Have a close relative or friend wait on the phone while you respond to the emergency.
- If working with a CPA, report to them anything you report to DCYF or the Tribe.

The following is a summary of
**WAC 110-149-0290, 110-149-0300,
and 110-149-0310:**

**Report to DCYF intake immediately if the
child or youth:**

- Dies or is near death.
- Has been physically or sexually abused, neglected, or exploited, or if you think they have been.
RCW 26.44.020 (<https://app.leg.wa.gov/rcw/default.aspx?cite=26.44.020>)
- Had sexual contact with another child or youth that is not consensual, or age or developmentally appropriate.



Washington State Department of
CHILDREN, YOUTH & FAMILIES

Report to DCYF within 24 hours:

- Any behavior that ended in physical restraint.
This includes actions to save them from harm.
- **As soon as you know a child or youth is missing (24 hours or less):**
 - Notify law enforcement or Tribal law enforcement, the National Center for Missing and Exploited Children at 1-800-843-5678, and the child or youth's caseworker (or DCYF Intake if you cannot reach the caseworker).
 - **Give law enforcement and the National Center for Missing and Exploited Children:**
 - A recent photo.
 - A description of the child or youth, including height, weight, gender, ethnicity, race, hair, and eye color.
 - Any other health or risk factors, including: Pregnancy, prescription medications, suicidal tendencies, or if the child or youth is at risk of being sex trafficked.
 - **Do not** give the National Center for Missing and Exploited Children permission to publicly release information about the child or youth's health or risk factors.
 - If you find out where the child or youth is, or they return home, report this to the caseworker or DCYF Intake. DCYF will let law enforcement, and the National Center for Missing and Exploited Children know.

Report to DCYF within 48 hours:

- **Medical emergencies, including:**
 - Medication given or taken wrong.
 - Serious illness or injury (for example, the child or youth went to the hospital, broke a bone, or needed stitches).
 - Suicidal or homicidal thoughts, actions, or attempts.
 - Emergency medical or psychiatric care.

Report changes in your home or household

You must report the changes listed in this section to your licensor. An updated or new home study may be needed.

Changes in your home

Report changes to your home to your licensor immediately, including:

- Your address or telephone number has changed.
- Your home has structural damage.
- You plan to change the structure of your home.
- You plan to move.

Household changes

Report household changes to your licensor immediately, including:

- A new spouse or partner.
- You separate from your spouse or partner.
- Someone who has access to the child or youth is arrested.
- A caregiver for the child or youth dies.
- Someone moves in or out of the home or property.
- You or someone in the household has a change in physical or mental health that impacts the child or youth's care.
- You experience any medical changes that affect your ability to care for the child or youth, including changes to your prescriptions.

If someone age 16 or older moves into your home or on the property, they need to complete a background check (<https://dcyf.wa.gov/services/foster-parenting/kinship-caregivers/rules/background-checks>).



Learn More

Scan QR Code, or go to:

<https://dcyf.wa.gov/services/foster-parenting/kinship-caregivers/rules/what-to-report>