



Administrative Approval Request

(Exceptions cannot be granted for RCW or Contracts. See Policy 4525.)

Approval Request (check appropriate box):

- Policy (policies that require an administrator approval)
- Camp / Funding
- CPA case aides (above 40 hours)
- Additional funding (allowed per policy, but not ECFC)
- Respite
- Placement with Unlicensed Caregiver pending approved Home Study
- Additional Costs
- Exceptional Cost Foster Care (ECFC)
- Policy Exception
- Day Care
- School Transportation (attach billing form)

POLICY NEEDING AN APPROVAL OR EXCEPTION (PROVIDE POLICY NUMBER AND TITLE)

CHILD'S NAME AND PERSON ID NUMBER	DATES FOR WHICH EXCEPTION IS REQUESTED	
CASE NUMBER	From:	To:
OFFICE	ASSIGNED WORKER	
CASE NAME / AGENCY (AS NECESSARY)	PROVIDER NAME AND ID NUMBER	DATE

1. Brief description justifying the type of request needed (child's behavior, policy, camp, denial from Medicaid for items recommended by medical professionals, [private school, home schooling or alternative learning education](#), School Transportation cost share, etc.):

2. Brief detailed descriptions of alternatives explored (if applicable):

3. Previous Administrative Approvals for Exceptional Cost Foster Care for this case: Yes No
 Additional funding not ECFC: Yes No
 Detail of approvals:

Previous Exceptional Cost Foster Care or Additional Funding not ECFC (if unknown, contact local fiduciary):

PROVIDER NAME AND ID NUMBER	SERVICE REQUESTED	RATE	NUMBER OF MONTHS	COST

4. Exceptional Cost Foster Care: This section is completed only when requesting to reimburse a foster parent, because the child's behavior differs substantially from the behavior(s) of most children of the same age and the behavior(s) are above the level 4 supervision needs. If funds are paid to a CPA (as pass through reimbursement) for a foster parent, the total amount of those funds must be provided to the foster parent by the CPA. **Nothing in this section shall modify or supersede terms set forth in the CPA contract.**

CPA foster home: <input type="checkbox"/> Yes <input type="checkbox"/> No		
A. Basic Foster Care Rate		\$
B. Level 2, 3, 4, Foster Care Rate		\$
C. Total Special Supervision (also include clothing, diet, equipment, other): Provide detail of what the foster parent is doing to meet the supervision needs of the child not captured on the rate assessment:		\$
D. Total Non-Maintenance (respite, classes, special therapy, therapeutic activities, other): Provide detail of what the foster parent is doing to meet the needs of the child not captured on the rate assessment:		\$
E. Total Reimbursement to the foster home		\$
F. If more than one exceptional cost plan in a foster home, provide description of what they are for and how much they cost:		
Office Action (as needed)		
DCYF STAFF NAME		DCYF STAFF SIGNATURE
		DATE
SUPERVISOR NAME		SUPERVISOR SIGNATURE
		DATE
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	COMMENTS	
Regional Office Action (as needed)		
AREA ADMINISTRATOR NAME		AA SIGNATURE
		DATE
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	COMMENTS	
Regional Office Action (as needed)		
REGIONAL ADMINISTRATOR / DESIGNEE NAME		RA / DESIGNEE SIGNATURE
		DATE
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	COMMENTS	
Headquarters Office Action (as needed)		
DIVISION DIRECTOR NAME		DD SIGNATURE
		DATE
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	COMMENTS (HOME SCHOOL APPROVAL FOR LICENSED CAREGIVERS SEND COPY TO HQ LD)	