

Binti continues to make updates to the WA CAP system to enhance the user experience.

[Binti - What's New](#)

While the steps in this process map have not changed, where to click to complete that step may have due to updates made by Binti. Use this [link](#) to review all updates if a step in this map cannot be identified in WA CAP.

Ensure you always use the [WA CAP page](#) to access the most up-to-date process map.

## FOSTER LICENSE PROCESS MAP FOR CHILD PLACING AGENCIES



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Approved for distribution by Jeanine Tacchini, Foster Care Licensing Senior Administrator



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

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**Step 1: Recruiting**

“Recruiting” is when a potential foster parent logs into WA CAP for the first time.

Note: If a family has an Initial License and is getting fully licensed through a CPA, the CPA must complete the license within 90 days of receiving the Initial License. If not done within 90 days, there will be a break in payment, the Initial License will close, and payment will restart once fully licensed.

Action by:	Action:
Private Agency Licensors	<ol style="list-style-type: none"> <li>1. <b>Discuss</b> licensing interests with potential applicant(s).</li> <li>2. <b>Intake</b> the family in WA CAP.                             <ol style="list-style-type: none"> <li>a. To <b>add</b> children, <b>click</b> on “Edit Children in the Home” tab.</li> </ol> </li> <li>3. <b>Select</b> the “Waive” option for all documents not required for the applicant or agency as outlined in the <a href="#">Required Documents for Child Placing Agency – New License section</a>.</li> </ol>

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Action by:	Action:
	<ul style="list-style-type: none"> <li>a. When waived, it shows applicant a green check mark and communicates it is not necessary for the type of license they are getting.</li> <li>4. If your agency chose to have a passcode option, <b>provide</b> passcode “cpa4kids” to use at the appropriate stage (may be called Orientation, Next Steps, etc).               <ul style="list-style-type: none"> <li>a. <b>Follow</b> <a href="#">CPA LEP/Paper Process Map</a> if applicable.</li> </ul> </li> </ul> <p>Note: Once the intake is complete, WA CAP will automatically send a welcome email containing a link to log in.</p>
Applicant	<ul style="list-style-type: none"> <li>5. <b>Create</b> person in WA CAP if agency did not complete intake.</li> <li>6. Applicant will receive an automated email. A link will be provided to continue working on the application documents.</li> <li>7. <b>Complete</b> Home Study or Reassessment Application (DCYF 10-354).</li> <li>8. <b>Complete</b> Authorization and Consent to Share Records (CPA Home) (DCYF 115-824A) .</li> <li>9. <b>Fill out</b> Background Confirmation and Out of State Check (DCYF 15-460) and ensure background forms have been completed for applicants, all household members, and others living on the property.</li> </ul> <p>Note: Applicant(s) will click on “Background Check Central Unit (BCCU) link to complete their online background authorization form. Then applicant will enter confirmation code in WA CAP on the Background Confirmation and Out of State Check form. Each applicant/household member/others living on the property will do this and enter their confirmation code on their form.</p> <ul style="list-style-type: none"> <li>10. <b>Upload</b> valid government ID.</li> </ul>

### Step 2: Applying

The applying phase is where the bulk of the licensing process will occur. For additional guidance on requirements needed during this phase, utilize the Required Documents for Child Placing Agencies.

Action by:	Action by:
Private Agency Licensor	<ul style="list-style-type: none"> <li>11. <b>Verify</b> applicant is on the correct track.</li> <li>12. <b>Move</b> applicant from “Recruiting” to “Applying” once steps 5-11 have been completed at a minimum (CPAs may require additional paperwork).</li> </ul>

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Action by:	Action by:
	<ul style="list-style-type: none"> <li>a. <b>Click</b> “Change Application Status”.</li> <li>b. <b>Click</b> “Update Status To”.</li> <li>c. <b>Select</b> “Applying”.</li> <li>d. <b>Click</b> “Update Status”.</li> </ul> <p>13. <b>Assign</b> applicant to Partner Agency Worker.</p> <ul style="list-style-type: none"> <li>a. <b>Click</b> “Edit Application”.</li> <li>b. <b>Add</b> “Partner Agency Worker” (up to six), if applicable.</li> <li>c. Private Agency Licensor Supervisor is automatically assigned.</li> <li>d. <b>Click</b> Update Application at the bottom of this page to save the changes.</li> </ul> <p>14. <b>Notify</b> <u>LD Administrative Support</u> once family is ready to apply.</p>
LD Administrative Support Team	<p>15. <b>Assign</b> family to Regional Licensor as “Approvals Worker Assigned” on “Edit Application” tab.</p> <p>16. <b>Receive</b> and <b>process</b> application and background paperwork.</p> <ul style="list-style-type: none"> <li>a. <b>Apply</b> the Multi-License Tag in WA CAP as applicable.</li> <li>b. <b>Verify</b> the Initial License Tag was applied previously if the applicant(s) received an Initial License and then decided to become licensed to provide General Foster Care rather than Kinship Licensed Care.</li> </ul>
Regional Licensor	<p>17. <b>Finalize</b> background checks.</p> <p>18. <b>Send</b> results to private agency.</p> <p>19. <b>Change</b> application status from “Applying” to “Recruiting”.</p>
Private Agency Licensor	<p>20. When anyone moves into the home during the “Recruiting/Applying” phase:</p> <ul style="list-style-type: none"> <li>a. <b>Request</b> that the applicants add all new children and adults as household members in WA CAP.</li> <li>b. <b>Verify</b> the new person has been added to the household in WA CAP and if they have not: <ul style="list-style-type: none"> <li>i. <b>Add children through “Edit Children in the Home” tab.</b></li> <li>ii. <b>Add</b> adults through “Edit Application” tab.</li> </ul> </li> <li>c. For Youth age 16 and 17 <ul style="list-style-type: none"> <li>i. <b>Follow</b> background check process for CPA homes.</li> <li>ii. <b>Notify</b> LD Administrative Support.</li> </ul> </li> <li>d. For everyone age 18+ <ul style="list-style-type: none"> <li>i. <b>Follow</b> background check process for CPA homes.</li> <li>ii. <b>Notify</b> LD Administrative Support.</li> </ul> </li> </ul>

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Action by:	Action by:
LD Administrative Support	21. <b>Process</b> background paperwork for new household members 16+.
Regional Licensor	22. <b>Finalize</b> background checks. 23. <b>Send</b> results to private agency. 24. <b>Change</b> application status from “Applying” to “Recruiting”. 25. <b>Provide</b> technical assistance to private agency licensor, including responding to questions (can search for families by name).

### Step 3: Approval

The approval phase is how to now review and approve a license. The change is to reflect the system functionality of approving a license.

Action by:	Action:
Private Agency Licensor	Within 90 days of receiving background clearance notification: 26. <b>Complete</b> licensing requirements as outlined in <a href="#">Required Documents for Child Placing Agencies – New License Section</a> . 27. <b>Select</b> and <b>complete</b> the “Waive” option for all documents not required as outlined in the Required Documents for Child Placing Agencies– New License. 28. Home Study draft will not be signed at this time.
Private Agency Supervisor	29. <b>Review</b> required documents. Suggested method: <ol style="list-style-type: none"> <li>a. <b>Click</b> on Actions link associated with the family, then click on Documents.</li> <li>b. <b>Click</b> on PDF of Documents which will show all documents at once, <b>Save</b> on your computer, and <b>add</b> comments if warranted (the only documents it will show are the ones having a green check mark under Status).</li> </ol> 30. <b>Review</b> Home Study (DCYF 10-043). <ol style="list-style-type: none"> <li>a. <b>Click</b> on “Download Incomplete Form”</li> <li>b. <b>Click</b> on download button in top right corner (arrow with a line)</li> <li>c. For Save As Type, <b>select</b> pdf.</li> <li>d. <b>Add</b> comments if applicable</li> </ol>

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Action by:	Action:
	<p>31. <b>Review</b> indicators in WA CAP.</p> <ul style="list-style-type: none"> <li>a. Indicators are not thoroughly shown in the output report. <ul style="list-style-type: none"> <li>i. <b>Access</b> within the home study.</li> <li>ii. <b>Click</b> on Documents</li> <li>iii. <b>Scroll</b> down to the Home Study section</li> <li>iv. <b>Select</b> “Form – Home Study (DCYF 10-043)” and not on the pdf.</li> </ul> </li> </ul> <p>Note: Do not edit. <b>Comment</b> on the pdf to indicate to Private Agency Licensor if additional information is needed.</p> <ul style="list-style-type: none"> <li>b. <b>Verify</b> indicators are assessed and mitigated in the home study.</li> </ul> <p>32. <b>Indicate</b> if updates are needed.</p>
Private Agency Licensor	<p>33. <b>Revise</b> documents if needed.</p> <p>34. <b>Send</b> a draft of the home study to the applicant(s) when completed.</p> <p>35. <b>Move</b> applicant from “Recruiting” to “Applying” when certification documents are ready to be reviewed by Regional Licensor.</p> <p>36. <b>Notify</b> Regional Licensor when the family is ready to “Apply”.</p>
Regional Licensor	<p>37. <b>Review</b> required documents.</p> <p>38. <b>Review</b> Home Study (DCYF 10-043).</p> <p>39. <b>Notify</b> Regional Licensor Supervisor documents are ready for review.</p> <ul style="list-style-type: none"> <li>a. <b>Indicate</b> if revisions and/or additional information is needed.</li> </ul>
Regional Licensor Supervisor	<p>40. <b>Review</b> required documents.</p> <p>41. <b>Review</b> Home Study (DCYF 10-043).</p> <p>42. <b>Notify</b> Regional Licensor that documents are ready to be updated by Private Agency Licensor.</p> <ul style="list-style-type: none"> <li>a. <b>Indicate</b> if revisions and/or additional information is needed.</li> </ul>
Regional Licensor	<p>43. <b>Notify</b> Private Agency Licensor if revisions and/or additional information is needed.</p> <p>44. <b>Change</b> status from Applying to Recruiting.</p>
Private Agency Licensor	<p>45. <b>Revise</b> and/or add requested information.</p> <p>46. <b>Notify</b> Regional Licensor that forms have been updated.</p> <p>47. <b>Change</b> status from Recruiting to Applying.</p>
Regional Licensor	<p>48. <b>Review</b> revised/final paperwork.</p> <p>49. <b>Verify</b> additional information was included, if applicable.</p>

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Action by:	Action:
	50. <b>Notify</b> Regional Licensor Supervisor updated paperwork is ready for review.
Regional Licensor Supervisor	51. <b>Review</b> revised/final paperwork. 52. <b>Notify</b> Regional Licensor Home Study (DCYF 10-043) is ready to be signed by private agency licensor.
Regional Licensor	53. <b>Notify</b> private agency to sign Home Study (DCYF 10-043). 54. <b>Verify</b> Home Study (DCYF 10-043) is signed. 55. <b>Notify</b> Regional Licensor Supervisor to finalize approval.
Regional Licensor Supervisor	56. <b>Change</b> application status from “Applying” to “Approve” in “Change Application Status” tab. 57. <b>Remove</b> the initial license tag in WA CAP. Note: After approval, all families will automatically appear on the dashboard in the “Renewals” section under “Renewals Case Load”.
Regional Licensor	58. <b>Notify</b> private agency of approval.
Private Agency Licensor	59. <b>Provide</b> “Foster Home License (DCYF 10-010)/License ID Card (LIC_0014B)” and final home study to applicant.

### Step 4: Withdraw When No Application Has Been Submitted

This process is to be used when the private agency has intake a family into WA CAP but an application has not been submitted.

Action by:	Action:
Private Agency Licensor	60. <b>Determine</b> if agency is no longer working with the applicant. 61. <b>Update</b> status from “Recruiting” to “Recruiting Dropout/No Application Started”. <ul style="list-style-type: none"> <li>a. <b>Click</b> on the “Change Application Status” tab.</li> <li>b. <b>Select</b> “Recruiting Dropout/No Application Started”.</li> <li>c. <b>Select</b> the reason that best applies to the specific circumstance.</li> <li>d. <b>Provide</b> a brief explanation in the explanation box.</li> <li>e. <b>Select</b> “Update Status”.</li> </ul> 62. <b>Go to</b> Edit Application, remove Partner Agency Worker.

### Step 4: Withdraw

This process is to be used when the private agency has decided to withdraw an application.

Action by:	Action:
Private Agency Licensors	63. <b>Determine</b> if application needs to be withdrawn. 64. <b>Notify</b> Regional Licensors of a withdraw and include the reason and the effective date.
Regional Licensors	65. <b>Update</b> status from “Applying” to “Withdrawn/Closed Preapproval”.

### Step 4: Submit to Regional Licensing then Withdraw

This process is to be used when the private agency has filled out the home study and has submitted it to Regional Licensing for review but then decided to withdraw the application.

Action by:	Action:
Private Agency Licensors	66. <b>Determine</b> if application needs to be withdrawn. 67. <b>Select</b> appropriate outcome in the “Home Study Information” section of the Home Study. a. <b>Select</b> “Not approved, application withdrawn”. 68. <b>Save</b> Home Study (DCYF 10-043) as PDF or <b>print</b> the home study. 69. <b>Sign</b> home study. 70. <b>Send</b> signed home study to private agency supervisor for them to sign. 71. <b>Upload</b> signed home study in the “Supporting Documents” section in the “Documents” tab in WA CAP. b. <b>Select</b> “Withdrawn Home Study (Worker Upload Only)” 72. <b>Notify</b> Regional Licensors of a withdraw including an explanation of why and the effective date. 73. <b>Include</b> if the family has a home study uploaded in WA CAP.
Regional Licensors	74. <b>Update</b> status from “Applying” to “Withdrawn/Closed Preapproval”.

## Step 5: Denial

This is the process for a legal licensing denial. This process should only be followed when there is legal sufficiency to deny the application.

Action by:	Action:
Regional Licensor	<p>75. <b>Review</b> documents.</p> <p>76. <b>Staff</b> with Regional Licensor Supervisor and LD CPA Administrator.</p> <p>77. <b>Determine</b> if application needs to be denied.</p> <p>78. <b>Communicate</b> denial decision with Private Agency Licensor, Private Agency Supervisor, and Regional Licensor Supervisor.</p> <p>79. <b>Follow</b> existing LD denial policy and procedure.</p> <p>80. <b>Remove</b> partner agency.</p>