

CHILD PLACING AGENCIES – LIMITED ENGLISH PROFICIENCY AND PAPER PROCESS MAP



Washington State Department of
CHILDREN, YOUTH & FAMILIES

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



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Kinship License

When working with applicant(s) to reduce accessibility barriers, follow your agency’s policies and procedures for non-discrimination and LEP clients.

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.

Kinship License	
KNU Specialists	<ol style="list-style-type: none"> 1. Receive paper application from potential kinship applicants. 2. Validate need for home study request. 3. Assess for accessibility barriers, including but not limited to; language, technology, disability, etc. 4. Validate placement of children in the home or children identified for placement. 5. Intake family in WA CAP on the Kinship License track. <ol style="list-style-type: none"> a. If English is not the applicant’s primary language, utilize the certified interpreter. b. To add children, click on “Edit Children in the Home” tab. 6. Verify the need for accessibility services and determine if additional accessibility barriers exist. 7. Review paper application. <ol style="list-style-type: none"> a. Inquire about obtaining a Kinship License or a Foster License. b. Launch the license icon in FamLink. c. Verify the applicants are on the correct track in WA CAP.
Applicant(s)	<ol style="list-style-type: none"> 8. Notify KNU Specialist of the desire to switch to a CPA and specify which CPA.
Private Agency Staff / LD Staff	<ol style="list-style-type: none"> 9. Follow steps 17-28 below.
Private Agency Licensor	<ol style="list-style-type: none"> 10. Print and provide all applicable applicant forms to Kinship applicants, if needed. 11. Upload all applicable applicant forms into WA CAP. <ol style="list-style-type: none"> a. If English is not the applicant’s primary language, upload both the original and translated form. 12. Complete all applicable agency forms in WA CAP. 13. Follow requirements outlined in the CPA Kinship License Process Map and the Required Documents for Child Placing Agencies – Kinship License.

Kinship License	
LD Staff	14. Follow procedures outlined in the CPA Kinship License Process Map and Required Documents for Child Placing Agencies – Kinship License .

Foster License

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.

Foster License	
Private Agency Staff	<p>15. Discuss licensing interests with potential applicant(s).</p> <p>16. Identify accessibility barriers, including but not limited to; language, technology, disability, etc. Note: Private agencies are responsible for translating the applicant(s)/file documents and communicating to RL when dual language certified staff are providing interpretation/translation services.</p> <p>17. If the applicant(s) have an email:</p> <ol style="list-style-type: none"> Intake family in WA CAP. <ol style="list-style-type: none"> To add children, click on “Edit Children in the Home” tab. Provide education about WA CAP as needed. Applicant(s) will follow the established procedure outlined in the Required Documents for Child Placing Agencies– New License. <p>18. If the applicant(s) do not have an email and there are no other accessibility barriers:</p> <ol style="list-style-type: none"> Provide technical assistance to create an email address. Intake the applicant(s) into WA CAP. Provide education about WA CAP as needed. Applicant(s) will follow the established procedure outlined in the Required Documents for Child Placing Agencies – New Foster License. <p>19. If the applicant(s) require accessibility services or if English is not the applicant’s primary language:</p> <ol style="list-style-type: none"> Intake the applicant(s) into WA CAP. Provide interpreter/translation services, when applicable. Send paper documents to applicant(s). <p>20. Follow the CPA Foster License Process Map.</p> <p>21. Print and provide all required forms to applicant(s).</p> <p>22. Provide technical assistance to applicant(s) as needed to complete forms.</p>

Foster License	
	<p>23. Upload all required forms into WA CAP. Refer to DCYF LD WA CAP Upload Naming Convention.</p> <ol style="list-style-type: none"> a. Upload the documents as they are received <ol style="list-style-type: none"> i. Scan documents to desktop ii. Rename document to correct form name iii. Search applicant(s) in dashboard iv. Open applicant(s) file v. Click “Documents” tab. vi. Find correct form vii. Click “Upload” viii. Locate document on desktop ix. Click “Open” x. Repeat process for each form. b. Translate documents into English. c. Upload the translated forms. <p>24. Complete all applicable agency forms in WA CAP.</p> <p>25. Notify RL Administrative Support once family is ready to apply.</p> <ol style="list-style-type: none"> a. Indicate agency entered applicant(s) through “Intake family” process as family will not show up on LD Administrative Support list.
LD Administrative Support	<p>26. Assign applicant(s) to Regional Licensor as the “Approvals Worker Assigned”.</p> <p>27. Receive and process application and background paperwork.</p> <ol style="list-style-type: none"> a. Apply the Multi-License Tag in WA CAP as applicable. b. Verify the Initial License Tag was applied previously if the applicant’s received an Initial License.
Private Agency Staff / LD Staff	<p>28. Follow procedures outlined in CPA Foster License Process Map.</p>

Renewals

Paper Renewals – Step 1

Paper Renewals – Step 1	
Private Agency Licensor	<p>29. Click Renewals Caseload tab.</p> <p>30. Click “Add Filters.”</p> <ol style="list-style-type: none"> a. Select “Renewal Due.” b. Enter filter date for 90 days out from current date.

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Paper Renewals – Step 1	
	<ul style="list-style-type: none"> c. Select more filters d. Select “Missing Email” and “Applicant does not have email” in the “Online access to Binti” filter box. e. Select “Filter” at bottom of filter list.
Automated Process	31. All families with no access to email will now show on Private Agency Licensor and Regional Licensor’s Caseload screen.
Private Agency Licensor	32. Provide 90-day renewal notice to the applicant(s). 33. Print Family Home Study or Reassessment Application (DCYF 10-354) and Background Confirmation and Out of State Check (DCYF 15-460) and all required applicant(s) forms for the renewal in the applicant’s primary language from the DCYF Forms Drive . 34. Provide all renewal documents to the applicant(s).

Paper Renewals – Step 2 Document Upload

Paper Renewals – Step 2 Document Upload	
Private Agency Licensor	35. Provide technical assistance throughout renewal process. 36. Complete all requirements for the renewal as outlined in Required Documents in Child Placing Agencies - Renewal . 37. Upload all required forms into WA CAP. Refer to DCYF LD WA CAP Upload Naming Convention . a. Upload the documents as they are received: <ul style="list-style-type: none"> i. Scan documents to desktop ii. Rename document to correct form name iii. Search applicant in dashboard iv. Open applicant file v. Click “Documents” tab. vi. Find correct form vii. Click “Upload” viii. Locate document on desktop ix. Click “Open” x. Repeat process for each form. b. Translate documents into English, if applicable. c. Upload the translated forms, if applicable. 38. Select and complete the “Waive” option for all documents not needed for the Renewal in WA CAP.

Paper Renewals – Step 2 Document Upload

	39. Complete renewal process as outlined in the CPA Maintenance-Renewal Process Map .
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Limited English Proficient (LEP) Renewals

LEP Renewals – Step 1

LEP Renewals – Step 1

Private Agency Licensor	<p>40. Click Renewals Caseload tab.</p> <p>41. Click “Add Filters.”</p> <p> a. Select “Renewal Due.”</p> <p> b. Enter filter date for 90 days out from current date.</p> <p>42. Search client file for complete Limited English Proficient (LEP) Client/Provider Service Records (DCYF 15-245).</p> <p>43. For families with an email address, inform families to disregard any drip emails and work directly with the Private Agency Licensor.</p> <p>44. Provide 90-day renewal notice to the applicant(s).</p> <p>45. Print Family Home Study or Reassessment Application (DCYF 10-354) and Background Confirmation and Out of State Check (DCYF 15-460) and all required applicant(s) forms for the renewal from the DCYF Forms Drive.</p> <p>46. Provide all renewal documents to applicant(s).</p>
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LEP Renewals – Step 2 Document Upload

LEP Renewals – Step 2 Document Upload

Private Agency Licensor	<p>47. Provide technical assistance throughout renewal process.</p> <p>48. Complete all requirements for the renewal as outlined in the Required Documents for Child Placing Agencies - Renewal.</p> <p>49. Upload all required forms into WA CAP. Refer to DCYF LD WA CAP Upload Naming Convention.</p> <p> a. Upload the documents into as they are received:</p> <p> i. Scan documents to desktop</p> <p> ii. Rename document to correct form name</p> <p> iii. Search applicant in dashboard</p> <p> iv. Open applicant file</p>
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LEP Renewals – Step 2 Document Upload

- v. **Click** “Documents” tab.
 - vi. **Find** correct form
 - vii. **Click** “Upload”
 - viii. **Locate** document on desktop
 - ix. **Click** “Open”
 - x. **Repeat** process for each form.
 - b. **Translate** documents into English, if applicable.
 - c. **Upload** the translated forms, if applicable.
50. **Select** and complete the “Waive” option for all documents not needed for the Renewal in WA CAP.
51. **Complete** renewal process as outlined in the [CPA Maintenance -Renewal Process Map](#).