



STATE OF WASHINGTON
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES
1500 Jefferson Street, SE • P.O. Box 40975 • Olympia WA 98504-0975

Policy Memo
July 21, 2023

TO: Child Welfare Employees

FROM: Natalie Green, Assistant Secretary
Steve Grilli, Assistant Secretary of Partnership, Prevention, and Services

RE: Changes to [3100. Family Reconciliation Services policy](#)

EFFECTIVE DATE: July 23, 2023

SUNSET REVIEW DATE: July 23, 2024

Purpose

The purpose of this memo is to provide guidance to Child Welfare (CW) employees when referrals are assigned to Family Reconciliation Services (FRS) from shelters or host homes regarding a runaway or homeless youth residing there without parental authorization and information is provided that the youth is seeking or receiving protective health care services. These new requirements align with:

- [Engrossed Substitute Senate Bill 5599 Supporting youth and young adults seeking protected health care services](#)
- [Substitute House Bill 1406 Concerning youth seeking housing assistance and other related services](#)

This policy is in the process of being revised, but the following changes will take effect July 23, 2023:

New Procedural Requirements

Family Reconciliation Services (FRS) Cases

When an intake referral is assigned to FRS from a shelter or host home for a youth residing there without parental authorization and the youth is seeking or receiving protective health care services, meaning gender affirming treatment, as defined in [RCW 74.09.675](#), or reproductive health care services, as defined in [74.09.875](#), caseworkers must:

- Contact the youth within twenty-four hours, excluding weekends and holidays, and complete the following:
 - Offer FRS to resolve the conflict and accomplish a reunification of the family. If the youth agrees to participate:
 - Offer to make referrals on behalf of the youth for appropriate behavioral health services by making a Wraparound Intensive Service (WISe) referral as outlined in the current [FRS policy](#). If screened out for WISe, assist the youth with referring to local behavioral health agencies, which can be found at [Washington 2-1-1 search](#) and [LGBTQ+ Lifeline](#).

- Assist the youth in connecting with their established health care provider or with a referral to local health care services, if appropriate. Community health care centers can be found at wacommunityhealth.org.
 - Document in FamLink case notes if any referrals were made or if the youth declined services.
- Make a good faith attempt to contact the youth's parent or legal guardian to offer FRS to resolve the conflict and accomplish a reunification of the family. When making a good faith attempt, caseworkers must at minimum do the following:
 - Ask the youth or shelter to provide contact information for the youth's parents or legal guardians, if known.
 - Contact the parents or legal guardians as outlined in the current [FRS policy](#), if contact information is provided.
 - Search FamLink for any prior child welfare history and contact the most recent contact information for a parent or legal guardian.
 - Document efforts in FamLink case notes.
- Provide FRS to the youth and family even if they are already involved in a Community Support Team (CST) and they have agreed to continue working with FRS, as outlined in [Chapter 43.330 RCW](#). In these situations, coordinate FRS efforts with the CST to resolve the conflict and accomplish reunification of the family.

Revised Resources

Intake Training Manual (located on the Intake & CPS page on the DCYF intranet)

Questions

If you have questions, please contact Doug Allison, Administrator of the Services and Navigation Unit, at doug.allison@dcyf.wa.gov or 360-280-3223

Cc: Brenda Villarreal
Doug Allison