



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

POLICY MEMO

July 11, 2023

TO: Child Welfare Employees

FROM: Natalie Green, Assistant Secretary 

RE: Changes to [43401. Guardianship Assistance Program \(GAP\)](#) 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 employees of the updated policy and procedures requirements to align with [Senate Bill \(SB\) 5124](#) that updates [RCW 74.13.031](#).

Effective July 23, 2023, [RCW 74.13.031](#) requires the Department of Children, Youth, and Families (DCYF) to broaden the eligibility criteria for GAP subsidies to include all children and youth regardless of Title IV-E eligibility or proof of citizenship. With this change, the Relative Guardianship Assistance Program (R-GAP) has been renamed the Guardianship Assistance Program (GAP) and Extended Guardianship Assistance Program (EGAP). FamLink will still reflect "R-GAP", due to constraints on updating FamLink timely. While there are now two funding sources, e.g., state or federal, there is only one GAP program.

The policy is under full review for further revisions, but the following changes will take effect July 23, 2023.

New Policy Requirements

- Eligibility Criteria for the GAP subsidy
 - Caseworkers must confirm the following when the permanent plan is guardianship and the relatives, suitable persons, or general foster parents have been identified as the prospective guardian:
 - Meet the eligibility criteria for GAP, per the Guardianship Assistance Program (GAP) policy.
 - Have been fully licensed for six consecutive months prior to establishing a guardianship. The initial license issued by Licensing Division (LD) does not count toward the six-month required timeframe for the GAP Agreement.
- Funding Source
 - GAP Gatekeepers must determine the GAP funding source for children and youth.
- EGAP
 - GAP gatekeepers must:
 - Approve youth that are between the ages of 18 years old, up to their 21st birthday that meet the ongoing eligibility requirements in the [Guardianship](#)

[Assistance Program \(GAP\)](#) policy, regardless of the age the child or youth was when the guardianship was established.

New Procedures Requirements

Completing the GAP Process:

- Caseworkers are no longer required to complete the [IV-E Eligibility Determination for GAP DCYF 14-319A](#) form.

GAP and EGAP Agreements

- GAP gatekeepers must:
 - Follow the GAP or EGAP Funding Source Flow Charts documents as applicable to determine whether the GAP or EGAP funding source is either:
 - Federally funded
 - State funded
 - Launch the GAP and EGAP agreements in the RGAP tab of FamLink, but do not the print from FamLink.
 - Complete and send one of the following forms, either a hard or an electronic copy to the proposed guardians for signature:
 - Guardianship Assistance Program (GAP) Agreement DCYF 15-391, for children or youth under 18 years of age.
 - Extended Guardianship Assistance Program Agreement, for youth aged 18 to 21 years of age.
 - Submit the appropriate and signed form to the RA or designee for approval:
 - Guardianship Assistance Program (GAP) Agreement DCYF 15-391.
 - Extended Guardianship Assistance Program Agreement DCYF 07-016.

New Forms-Effective July 23, 2023

- Extended Guardianship Assistance Program (EGAP) Application DCYF 07-017 (located in the [Forms Repository on the DCYF intranet](#))
- Extended Guardianship Assistance Program (EGAP) Agreement DCYF 07-016 (located in the [Forms Repository on the DCYF intranet](#))
- Extended Guardianship Assistance Program (EGAP) 1st Notification Letter DCYF 07-014 (located in the [Forms Repository on the DCYF intranet](#))
- Extended Guardianship Assistance Program (EGAP) 2nd Notification Letter DCYF 07-015 (located in the [Forms Repository on the DCYF intranet](#))

New Resources-Effective July 23, 2023

- Extended Guardianship Assistance Program (EGAP) Funding Source Flow Chart document (located on the DCYF intranet under Programs, CFWS, and Permanency: <http://insideca.dshs.wa.gov/intranet/programs/cfws-perm.html>)
- Guardianship Assistance Program (GAP) Funding Source Flow Chart document (located on the DCYF intranet under Programs, CFWS, and Permanency: <http://insideca.dshs.wa.gov/intranet/programs/cfws-perm.html>)

Revised Forms-Available as of July 12, 2023

- Acknowledgement of Child(ren)'s Disclosure Guardianship File DCYF 09-027 (located in the [Forms Repository on the DCYF intranet](#))

- Application for the Guardianship Assistance Program (GAP) and/or Reimbursement of Guardianship Finalization Costs DCYF 15-392 (located in the [Forms Repository on the DCYF intranet](#))
- GAP Denial Notice DCYF 07-004 (located in the [Forms Repository on the DCYF intranet](#))
- [Guardianship Approval Checklist DCYF 15-324](#)
- Guardianship Assistance Program (GAP) Agreement DCYF 15-391 (located in the [Forms Repository on the DCYF intranet](#))
- Guardianship Assistance Program (GAP) Worksheet DCYF 15-390 (located in the [Forms Repository on the DCYF intranet](#))
- Notice of Denial of Modification to GAP Agreement DCYF 07-011 (located in the [Forms Repository on the DCYF intranet](#))
- Notice of Intent to Suspend GAP DCYF 07-010 (located in the [Forms Repository on the DCYF intranet](#))
- Notice of Suspension of GAP Agreement DCYF 07-009 (located in the [Forms Repository on the DCYF intranet](#))
- Notice of Termination of GAP Agreement DCYF 07-003 (located in the [Forms Repository on the DCYF intranet](#))
- Request to Foster Care Medical Team DCYF 15-401 (located in the [Forms Repository on the DCYF intranet](#))

Revised Resources

- [Permanency Planning Matrix DCYF CWP_0088 publication](#)

Questions

If you have any questions, please contact Geene Delaplane, Kinship Care and Guardianship Program Manager, at geene.delaplane@dcyf.wa.gov or 360-688-0391.

Cc: Brenda Villarreal