



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

POLICY MEMO

June 27, 2023

TO: Child Welfare and Licensing Division Employees

FROM: Natalie Green, Assistant Secretary *N. Green*
Ruben Reeves, Interim Assistant Secretary *Rubens Reeves*

RE: Changes to [4260. Placement Moves](#) policy

EFFECTIVE DATE: July 1, 2023

SUNSET REVIEW DATE: July 1, 2024

Purpose

The purpose of this memo is to provide guidance to Child Welfare (CW) and Licensing Division employees on the updated policy and procedure requirements to align with [House Bill 1227: Keeping Families Together Act](#) and [KW](#) supreme court decision.

This policy is under full review for further revisions, but the following changes will take effect July 1, 2023:

New Procedural Requirements

- When there are disagreements between Child Welfare caseworkers and Licensing Division regarding placement moves:
 - Caseworkers must follow the [Decision Making Matrix](#) to determine if children or youth:
 - Will be removed from their current placement.
 - Will remain in the foster home after a founded finding.
 - Are able to remain in foster home with a pending revocation or denial.
- Caseworkers must complete the following prior to moving children or youth:
 - Consult with their supervisor and determine if a Safe Child Consultation needs to be held.
 - Take an immediate protective action, per the [Present Danger](#) policy, if at any time present danger is identified to assure child safety.
 - When allegations of child abuse or neglect are identified in an out-of-home placement contact intake to report this.
 - If the intake does not screen in, the primary caseworkers must work with the caregivers to address any concerns identified.
 - Conduct a [Family Team Decision Making meeting \(FTDM\)](#).
 - Notify the assistant attorney general (AAG) and court if relatives or suitable persons have placement of children or youth and either they are:
 - Not capable of ensuring the child or youth's health, safety and well-being.
 - Hindering efforts to return the child or youth home.
 - Request a court hearing seeking court authorization of the placement change.
- Caseworkers must complete the following when moving children or youth:

- Verify a court order provides authority to move children or youth placed with relatives or suitable persons.
- Follow the:
 - [Indian Child Placement Preferences and Relative Search](#) policy when there is reason to know children are or may be Indian children.
 - [Kinship Care: Searching for, Placing with, and Supporting Relatives and Suitable Other Persons](#).
- Notify LD if the home study is in process for that caregiver.

Questions

If you have any questions, please contact Tara Camp, CFWS Program Manager, at tara.camp@dcyf.wa.gov or 509-823-7503.

Cc: Brenda Villarreal