




**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   
Ruben Reeves, Interim Assistant Secretary

RE: Changes to Child Welfare [4519. Concrete Goods](#) 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 (LD) employees of 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 Policy Requirements**

- Caseworkers must:
  - Provide concrete goods for children, youth, parents, guardians, relatives, and suitable persons that are in-home, placed in out-of-home care, or to remove barriers for a trial return home, when:
    - The goods or services meet the identified need to assist with or maintain safety, well-being, stability, or placement.
  - Not use concrete goods for goods and services:
    - That may be paid through a DCYF service contract.
    - As an ongoing means of support.
    - For licensed foster parents that are not relatives or suitable persons.
  - Obtain approval for in and out-of-home:
    - Concrete goods for children or youth placed in-home, as follows:
      - \$501 to \$1000 must be approved by supervisors.
      - \$1001 to \$2000 must be approved by area administrators.
      - \$2001 or more must be approved by regional administrators (RA) or designees.
    - Clothing vouchers for children or youth placed in out-of-home placement, per the Concrete Goods Guide which authorizes up to \$400 for each child or youth.
- LD workers may purchase concrete goods for relatives and suitable persons for goods needed to support their home study completion or ongoing licensing requirements.

**New Procedural Requirements**

Using Concrete Goods for Parents, Guardians, Relatives, and Suitable Persons

- Caseworkers must use concrete goods for children and youth who are placed with relatives and suitable persons who are unlicensed or have a pending foster care license to:
  - Eliminate barriers to placement by providing goods necessary to meet the children's and youth's needs.
  - Purchase goods required for home study or licensing approval. Purchases may be completed by caseworkers or LD workers.
  - Support or maintain placement stability through available services.
- Caseworkers must complete the following:
  - Follow the:
    - [Concrete Goods Guide](#) to verify the goods needed may be purchased.
    - [Concrete Goods Tip Sheet](#).
  - Obtain a signed [Consent DCYF 14-012](#) form from the parents or guardians, relatives or suitable persons allowing DCYF to release their address to Amazon to deliver goods directly to their home.
  - Request the identified goods or services by:
    - Completing the FamLink Service Referral DCYF 10-492 form.
    - Obtaining the appropriate level of approval based on the total amount of the goods or services to be purchased.
    - Emailing the Service Referral DCYF 10-492 form to the designated CW administrative support workers to purchase the goods.
- CW administrative support workers must follow the [Concrete Goods Tip Sheet](#).
- to process and order the goods approved for purchase.
- LD caseworkers must:
  - Collaborate with the relatives and suitable persons to assess and identify the goods needed to support their home study completion or ongoing licensing requirements.
  - Obtain a signed [Authorization and Consent to Share Records DCYF 15-824](#) form from the relatives or suitable persons allowing DCYF to release their address to Amazon to deliver goods directly to them.
  - Complete their section of the Support Funds DCYF 06-135 form to request a concrete goods purchase.
  - Send the Support Funds DCYF 06-135 form to the designated LD administrative support workers.
- LD administrative support workers must complete the following when they receive a Support Funds DCYF 06-135 form:
  - Complete their section of the Support Funds DCYF 06-135 form in consultation with the LD supervisor.
  - Obtain signatures as required on the form based on the total amount of the purchase.
  - Order the goods that have been approved for purchase.
  - Document the child's or youth's FamLink identification number on the online retailer's website.
  - Send the following to [DCYF Finance](#):
    - Completed Support Funds DCYF 06-135 form.
    - [Authorization and Consent to Share Records DCYF 15-824](#)
    - Receipt for purchase.
    - Confirmation of delivery.

#### Documentation

- Caseworkers must document in FamLink case notes, how the concrete goods:

- Maintained, or increased children's or youth's safety.
  - Reduced risk or stabilize reunification.
  - Supported family time.
  - Promoted the plan for reunification.
- LD workers must document the following in the licensing provider portal, how the concrete goods for relatives or suitable persons:
  - Supported and maintained placement.
  - Assisted in:
    - Completing their home study.
    - Completing their foster care license.
    - Maintaining their foster care license.

**Archived Policy**

[Clothing Allowance For Children In Out-Of-Home Care](#) will be archived as the information regarding clothing has been added to the Concrete Goods Guide.

**Questions**

If you have any questions, please contact Delton Hauck, Prevention & Intervention Services Manager, at [delton.hauck@dcyf.wa.gov](mailto:delton.hauck@dcyf.wa.gov) or 509-818-2026.

Cc: Brenda Villarreal