

3: Licensing Division

3.20 Foster Care

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3.20.60 Licensing Group Care Facilities (GCF)

3.20.60 Licensing Group Care Facilities (GCF) nicole.clark Tue, 01/21/2025 - 17:39

Applies to: This policy applies to Licensing Division (LD) employees

Chapter Number & Title: 20. Foster Care

Policy Number & Title: 3.20.60 Licensing Group Care Facilities (GCF)

Effective Date: January 22, 2025

Purpose

The purpose of this policy is to provide guidance on:

- Assessing Group Care Facilities (GCF).
- Issuing GCF licenses.
- Monitoring
 - GCFs compliance with minimum licensing requirements.
 - The care provided by GCFs to children and youth placed in their facilities.

Authority

[RCW 43.20A.205](#) Denial, suspension, revocation, or modification of license.

[Chapter 74.15 RCW](#) Care of children, expectant mothers, persons with developmental disabilities

[Chapter 110-04 WAC](#) Background Check Requirements-Child Welfare

[Chapter 110-145 WAC](#) Licensing requirements for group care facilities

Policy

1. Group care licensors:
 1. Must complete the following:
 1. When individuals apply to receive GCF licenses:
 1. Verify new licenses and renewals are:
 1. Issued for a maximum of three years minus one day.
 2. Approved, withdrawn, or denied in writing.

2. Apply the Racial Equity and Social Justice (RESJ) Framework and these DCYF Administrative policies:
 1. 6.01 Racial Equity and Social Justice.
 2. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP).
 3. 6.03 Access to Services for Individuals with Disabilities.
 4. [6.04 Supporting LGBTQIA+ Individuals](#).
3. Confirm all employees, interns, and volunteers that have access to the children and youth, pass a [background check](#) per:
 1. [Chapter 110-04 WAC](#).
 2. [WAC 110-145-1325](#).
4. Verify:
 1. Applicants meet the requirements in [Chapter 110-145 WAC](#):
 1. Before the license is issued.
 2. Throughout the duration of the license.
 2. GCFs maintain an adequate number of employees to provide services to children and youth placed in their facilities throughout the duration of their license.
2. When waivers are needed to waive WAC requirements:
 1. Complete the applicable Administrative Approval & Waiver for Group Care DCYF 10-047B form when requesting to wave WAC requirements for GCFs.
 2. Indicate the timeframe for the waiver.
 3. Submit the forms to LD Administrators or designee for approval.
3. When applications are received for a GCF move:
 1. Assess the new GC facility.
 2. Amend their current license when the new facility meets licensing requirements.
4. For license modifications:
 1. Assess the request or change in circumstance.
 2. Determine if a license modification is appropriate.
 3. Modify their current license when the modification meets licensing requirements.
5. Health and safety visits on all DCYF LD licensed GCFs once every six months and one of which must be unannounced.
6. For no referrals:
 1. Place GCFs on no referrals when:
 1. It is agreed to or requested by GCF supervisors or designees.
 2. There is a WAC violation, and the investigation determines a no referral is needed.
 2. Send the applicable forms to GCFs:

1. Notice of No Referral Letter DCYF 10-801 when an involuntary no referral is placed on a GCF.
 2. Notice of Lifted/Rescinded No Referral Status Letter DCYF 10-800 when determined a no referral is no longer needed.
2. May allow GCFs to have more than one type of license when [WAC 110-145-1380](#) is met.
 2. Group care licensing supervisors must approve or deny licenses in FamLink.
 3. LD administrators or designees must approve or deny waivers to WAC requirements.

Forms

Administrative Approval & Waiver for Group Care DCYF 10-047B (located in the Forms repository on the DCYF intranet)

Notice of Lifted/Rescinded No Referral Status Letter DCYF 10-800 (located in the Forms repository on the DCYF intranet)

Notice of No Referral Letter DCYF 10-801 (located in the Forms repository on the DCYF intranet)

Resources

[Child Welfare Background Checks policy](#)

[Completing Home Studies policy](#)

DCYF Administrative 6.01 Racial and Social Justice policy

DCYF Administrative 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy

DCYF Administrative 6.03 Racial Equity and Social Justice - Access to Services for Individuals with Disabilities policy

[DCYF Administrative 6.04 Supporting LGBTQIA+ Individuals policy](#)

RESJ Framework (located on the intranet, under Racial Equity and Social Justice, Tools and Resources, and Racial Equity and Social Justice Framework)

[Updating Licenses, Amendments, Modifications, and Changes in Circumstances policy](#)

Original Date: August 31, 2015

Review Date: January 31, 2029

Approved by: Ruben Reeves, Assistant Secretary of Licensing Division

3.20.70 Licensing Child Placing Agencies (CPA) and CPA Foster Homes and Kinship Care Homes

3.20.70 Licensing Child Placing Agencies (CPA) and CPA Foster Homes and Kinship Care Homes
 nicole.clark Wed, 01/22/2025 - 15:32

Applies To: This policy applies to Licensing Division (LD) employees.

Chapter Number & Title: 3.20 Foster Care

Policy Number & Title: 3.20.70 Licensing Child Placing Agencies (CPA) and CPA Foster Homes and Kinship Care Homes

Effective Date: January 22, 2025

Purpose

The purpose of this policy is to provide guidance on:

- Assessing Child Placing Agencies (CPAs).
- Issuing CPA, CPA foster home, and CPA kinship care licenses.

- Monitoring:
 - CPAs compliance with minimum licensing requirements.
 - The care provided by CPAs and their foster parents to children and youth placed in their certified foster homes.

Authority

[RCW 43.20A.205](#) Denial, suspension, revocation, or modification of license.

[Chapter 74.15 RCW](#) Care of children, expectant mothers, persons with developmental disabilities.

[Chapter 110-04 WAC](#) Background Check Requirements-Child Welfare

[Chapter 110-147 WAC](#) Licensing requirements for child placing agency and adoption services.

[Chapter 110-148 WAC](#) Licensing requirements for child foster homes.

Policy

1. Regional licensors must complete the following:
 1. When individuals apply to receive a:
 1. CPA license, CPA foster home license, or CPA kinship license:
 1. Verify new license and renewals are:
 1. Issued for a maximum of three years minus one day.
 2. Approved, withdrawn, or denied in writing.
 2. Apply the Racial Equity and Social Justice (RESJ) Framework and these DCYF Administrative policies:
 1. 6.01 Racial Equity and Social Justice.
 2. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP).
 3. 6.03 Access to Services for Individuals with Disabilities.
 4. [6.04 Supporting LGBTQIA+ Individuals](#).
 2. CPA licenses, confirm:
 1. All application materials have been received and are complete.
 2. All employees, interns, subcontractors, and volunteers that have access to the children and youth pass a background check per:
 1. [Chapter 110-04 WAC](#).
 2. [WAC 110-147-1325](#).
 3. All of the [Chapter 110-147 WAC](#) requirements are:
 1. Met before CPA licenses are issued.
 2. Maintained throughout the duration of CPA licenses.
 4. CPAs have an adequate number of employees to provide services to their families, foster parents, children, and youth they serve.
 3. CPA foster home licenses or CPA kinship licenses:
 1. Follow the [Completing Home Studies](#) policy to confirm the CPA licensors met the requirements for the home study.
 2. Discuss the importance of supporting and affirming children's and youth's social and cultural needs with the CPA licensors to discuss with their families.
 3. Confirm that applicants and household members pass a [background check](#) per:

1. [Chapter 110-04 WAC](#).
 2. [WAC 110-148-1320](#).
 4. Allow CPA licenser to certify homes in more than one geographic region if they provide supervision and support to the home.
 2. When waivers are needed to waive WAC requirements:
 1. Complete the applicable form:
 1. [Licensing Waiver \(Foster Home\) DCYF 15-411A](#) when waiving WAC requirements for foster homes.
 2. Administrative Approval & Waiver for Child Placing Agency (CPA) DCYF 10-047 when CPAs are unable to meet licensing requirements when the WAC permits discretion by LD.
 3. [Administrative Approval \(Foster Home\) DCYF 15-411D](#) when foster homes are unable to meet licensing requirements when the WAC permits discretion by LD.
 4. [Kinship License Non-Safety Exemption/Waiver \(Licensed Home\) DCYF 15-411G](#) when exempting WAC requirements for licensed kinship caregivers.
 2. Submit the forms to LD Administrators or designee for approval.
 3. Health and safety visits every six months on all CPAs with a BRS contract.
 4. Verify CPAs maintain an adequate number of employees to provide services to their foster parents and children and youth placed in their certified foster homes throughout the duration of their license.
 5. When moves are requested by CPAs, for:
 1. Agencies:
 1. Assess the new CPA location.
 2. Amend their current license when informed they have moved, and the new location meets the licensing requirements.
 2. Foster homes or licensed kinship homes, follow the [Updating Licenses, Amendments, Modifications, and Changes in Circumstances policy](#).
 6. For no referrals:
 1. Place CPAs or a CPA certified foster homes on a voluntary no referral when either:
 1. It is agreed to or requested by CPA supervisors or licensers.
 2. There is an LD/CPS investigation or WAC violation, and the investigation determines a no referral is needed.
 2. Send the applicable form to the CPAs:
 1. Notice of No Referral Letter DCYF 10-801 when an involuntary no referral is placed on a CPA or their certified foster home.
 2. Notice of Lifted/Rescinded No Referral Status Letter DCYF 10-800 when determined a no referral is no longer needed.
2. LD supervisors must approve or deny the following licenses in FamLink:
 1. CPAs.
 2. CPA foster homes.
 3. CPA licensed kinship caregivers.

3. LD administrators or designees must:
 1. Approve or deny WAC waiver request forms.
 2. Deny licenses following the [Adverse Actions on Foster Home Licenses, Kinship Licenses, and Group Care Licenses](#) policy.

Forms

Administrative Approval & Waiver for Child Placing Agency (CPA) 10-047

[Administrative Approval \(Foster Home\) 15-411D](#)

[Kinship License Non-Safety Exemption/Waiver \(Licensed Home\) 15-411G](#)

[Licensing Waiver \(Foster Home\) 15-411A](#)

Notice of Lifted/Rescinded No Referral Status Letter DCYF 10-800 (located in the Forms repository on the DCYF intranet)

Notice of No Referral Letter 10-801 (located in the Forms repository on the DCYF intranet)

Resources

[Adverse Actions on Foster Home Licenses, Kinship Licenses, and Group Care Licenses policy](#)

[Child Welfare Background Checks policy](#)

[Completing Home Studies policy](#)

DCYF Administrative 6.01 Racial and Social Justice policy

DCYF Administrative 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy

DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy

[DCYF Administrative 6.04 Supporting LGBTQIA+ Individuals policy](#)

RESJ Framework (located on the DCFY intranet, under Racial Equity and Social Justice, Tools and Resources, and Racial Equity and Social Justice Framework).

[Updating Licenses, Amendments, Modifications, and Changes in Circumstances policy](#)

Original Date: August 31, 2015

Review Date: January 31, 2029

Approved by: Ruben Reeves, Assistant Secretary of Licensing Division

2.50.30 Payment for Services for Children in Tribal Custody

2.50.30 Payment for Services for Children in Tribal Custody julie.pettit Fri, 06/14/2024 - 13:06

Original Date: September 12, 2016

Revised Date: July 1, 2024

Sunset Review Date: July 31, 2028

Approved by: Tleena Ives, Office of Tribal Relations Director

Purpose

The purpose of this policy is to provide guidance when tribes are requesting payment for services for Indian children who are in the custody of a Washington State federally recognized Indian tribe. Services include:

- Preventative and in-home services when tribes complete their own Child Protective Services (CPS) Family Assessment Response (FAR) interventions.
- Child and Family Welfare Services (CFWS).
- Family Voluntary Services (FVS).

Laws

[RCW 13.38.030](#) Findings and intent

[RCW 74.13.031](#) Duties of department-Child welfare services-Children's services advisory committee.

Scope

This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy

DCYF will process payments for services when requested by Washington State federally recognized tribes when Indian children:

1. Are in their custody.
2. Subject to the same eligibility standards and rates of support to other children and youth for whom DCYF purchases care.

Procedures

1. Intake workers must create an intake for open and closed case when Washington State federally recognized Indian tribes request services. For:
 1. Payment only services, assign the intake to the appropriate local DCYF office to be assigned to a tribal payment only (TPO) worker.
 2. Placement services for Indian children in a DCYF tribal licensed, unlicensed, or suitable person placement:
 1. Document the tribal placement preferences, if applicable.
 2. Assign the intake to the appropriate local DCYF office TPO worker.
2. TPO workers must complete the following when assigned to TPO cases:
 1. Follow the [Providing Confidential Records to Tribes](#) policy when providing tribes with case records related to offered services to the family.
 2. Verify service providers send all relevant documentation directly to the tribe.
3. When TPO cases are opened for:
 1. Payment only services:
 1. TPO workers must:
 1. Create a legal record in FamLink, including placement and care authority (PCA) as "Tribe with an IV-E Agreement" or "Tribe without an IV-E Agreement, when the tribe has an open dependency case.
 2. Request the following from the tribes and upload in FamLink, if received, the tribal court orders:
 1. For all placements in out-of-home care.
 2. From each review hearing.
 3. Consult with the Office of Tribal Relations (OTR) regional Indian Child Welfare (ICW) consultant if the tribe does not respond with the tribal court order within 60 calendar days.
 4. Complete service referrals in FamLink and send to the supervisor for approval. If
 1. Approved, submit referrals to the contracted providers with a copy to the tribal worker.
 2. Denied:
 1. Inform the tribe and include the reason for denial.

2. Follow the Impasse Procedures policy if there is a disagreement.
 2. Supervisors must review service referrals for approval.
 1. If approved, return to the TPO worker.
 2. If not approved, return to the TPO worker with the reason for denial.
 2. Placement and service payments:
 1. TPO workers or designees must:
 1. Send the [Child Information/Placement Referral DCYF 15-300](#) form received from the tribe to the placement coordinator if a tribe requests a foster home placement.
 2. Complete the following if the tribe identifies the placement and:
 1. Needs a provider number:
 1. Obtain the Child Welfare Provider and Placement Request DCYF 10-065 form or required information from the tribe.
 2. Create the provider in FamLink.
 3. Email a copy of sections 19 and 20 of the Child Welfare Provider and Placement Request DCYF 10-065 form or a [Provider File Action Request \(PFAR\) DCYF 06-097 form](#) to the [SSPS Provider File Unit](#).
 4. Enter placement information into Child Location within three calendar days of placement.
 2. Has the provider number, complete the placement information in Child Location within three calendar days.
 3. Verify the [Initial/Kinship License Request for Tribes DCYF 10-056](#) form has been emailed to the [Kinship Admin Support](#) if a tribe requests a license for placement of a child in relative or suitable person placement.
 4. Complete the following if the child changes placement including return home or they are in an unlicensed relative or suitable person placement:
 1. Enter the placement change into Child Location within three calendar days of placement.
 2. Notify the Licensing Division (LD) worker if the placement has an initial license.
 2. Regional placement desk coordinators must complete the following once the [Child Information/Placement Referral DCYF 15-300](#) form is received:
 1. Identify the placement.
 2. Send supporting documentation, e.g., any medical or behavior treatment, to the:
 1. Tribal worker
 2. Caregiver
 3. TPO worker

3. TPO workers or designees must complete the following as soon as they learn an Indian child is placed out of the home:
 1. Create a legal record in FamLink, including PCA as "Tribe with an IV-E Agreement" or "Tribe without an IV-E Agreement."
 2. Request tribal court orders from the tribes and upload, if received:
 1. For all placements:
 1. In out-of-home
 2. That are in in-home care
 3. Final court order regarding tribal permanency or Termination of parental rights
 2. From each six-month review hearing. If the tribe does not respond within 60 calendar days consult with the regional ICW consultant.
 3. Caregiver Support Level Tool 15-007 form by:
 1. Coordinating with tribes to determine how the tool will be completed, per the [Child Welfare Caregiver Support Level and Foster Care Rate Assessment Determination](#) policy.
 2. Following the regional process for either:
 1. Completing the tool on behalf of the tribe.
 2. Reviewing the tool completed by the tribe.
 3. Inputting the information into the Foster Care Assessment tab under the Placement icon in FamLink.
 4. Reviewing the Caregiver Support Level Tool DCYF 15-007 form every six months for re-assessment or assist the tribe when they re-assess by:
 1. Using the [Caregiver Support Level Tool Guide CWP_0038](#) publication.
 2. Referring to the Foster Care Rate Assessment [WACs 110-50-0400](#) through [110-50-0550](#).
 4. Provide Washington State federally recognized Indian tribes with case records related to the Indian child and services provided.
 5. Verify service providers are sending all relevant documentation directly to the tribes.
 6. Consult with:
 1. IV-E specialists to determine IV-E eligibility.
 2. [Guardianship Assistance Program \(GAP\)](#) gatekeepers to determine eligibility for subsidy for:
 1. GAP
 2. Extended Guardianship Assistance Program (EGAP)
 3. Regional Extended Foster Care (EFC) leads if there are questions about eligibility for [EFC](#).
 4. OTR regional ICW consultants if there are questions about other payment processes.

7. Follow the [Child Welfare Placing in Child Placing Agency \(CPA\) Certified Foster Homes](#) policy and submit a completed Child Placing Agency (CPA) Authorization DCYF 10-402 form to a Financial and Business Services Division (FBSD) fiscal analyst if an Indian child is placed with a CPA.
4. FBSD fiscal analysts must process placements and payments in FamLink once the Child Locator app is completed.
4. TPO workers must:
 1. Adhere to the following child welfare policies:
 1. [Administrative Approvals](#) when either:
 1. A policy indicates an administrative approval is required.
 2. An exception to a policy is needed.
 3. Reimbursement or supports is needed for a licensed caregiver beyond what the [foster care rate assessment](#) or policy allows.
 2. [Child Care](#) to authorize child care and complete service referrals in FamLink when receiving tribal requests for child care.
 3. [Out-of-Home Placements](#) when the Indian child is in DCYF PCA.
 4. [Extended Foster Care \(EFC\) Program](#) when Indian children are placed in extended foster care.
 5. [Guardianships](#) when Indian children are placed in either of these guardianships, chapter:
 1. [13.36 RCW](#)
 2. [11.130 RCW](#)
 6. [Placing in Child Placing Agency \(CPA\) Certified Foster Homes](#) when using in-state child placing agencies.
 7. [Concrete Goods](#) when approving concrete goods requests. Review opened services and placements to prevent overpayments every six months.
 2. Close TPO cases when:
 1. Tribes request or confirm service payments are no longer necessary by verifying:
 1. Services are completed and closed.
 2. Payments are cleared.
 2. Tribal court is no longer involved, and a court order is received by closing the following in FamLink:
 1. Placements and services
 2. Payments
 3. Legal
 5. FBSD fiscal analysts must process service and placement payments.

Forms

Caregiver Support Level Tool DCYF 15-007 (located in the Forms repository on the DCYF intranet)

[Child Information/Placement Referral DCYF 15-300](#)

Child Placing Agency (CPA) Referral DCYF 10-402 (located in the Forms repository on the DCYF intranet)

Child Welfare Provider and Placement Request DCYF 10-065 (located in the Forms repository on the DCYF intranet)

[Initial/Kinship License Request for Tribes DCYF 10-056](#)

[Provider File Action Request \(PFAR\) DCYF 06-097](#)

Resources

[Caregiver Support Level Tool Guide CWP 0038 publication](#)

[Child Welfare Administrative Approvals policy](#)

[Child Welfare Behavior Rehabilitation Services \(BRS\) policy](#)

[Child Welfare Caregiver Support Level and Foster Care Rate Assessment Determination policy](#)

[Child Welfare Child Care policy](#)

[Child Welfare Concrete Goods policy](#)

[Child Welfare Extended Foster Care \(EFC\) Program policy](#)

[Child Welfare Guardianship Assistance Program \(GAP\) and Extended Guardianship Assistance Program \(EGAP\) policy](#)

[Child Welfare Guardianships policy](#)

[Child Welfare Out-of-Home Placements policy](#)

[Child Welfare Placing in Child Placing Agency \(CPA\) Certified Foster Homes policy](#)

DCYF 7.01 American Indian policy (located on the DCYF intranet)

Evidence Based Practices-Description and Directory (located on the Child Welfare Providers page on the DCYF intranet)

Foster Care Rate Assessment WACs [110-50-0400 through 110-50-0550](#)

[Invoice and Adoption Support Pay Calendar for Deadline Dates](#)

[Providing Confidential Records to Tribes policy](#)

Service Guide and Service Referral processes (located on the FamLink Knowledge Web on the DCYF intranet)

2.50.40 Impasse Procedures

2.50.40 Impasse Procedures julie.pettit Fri, 06/14/2024 - 11:21

Original Date: July 1, 2024

Sunset Review Date: July 31, 2028

Approved by: Tleena Ives, Office of Tribal Relations Director

Purpose

The purpose of this policy is to provide guidance when there is [reason to know](#) children are or may be Indian children and either of the following occur:

- The tribes and Department of Children, Youth, and Families (DCYF) agree to use impasse procedures.
- There is no agreement on a case between DCYF and either of the following, the:
 - Tribes
 - [Local Indian Child Welfare Advisory Committee \(LICWAC\)](#)

Scope

This policy applies to child welfare (CW) and Licensing Division (LD) employees.

Laws

[Chapter 43.376 RCW](#) Government-to-Government Relationship with Indian Tribes

Policy

CW and LD employees must:

1. Resolve disagreements between DCYF and the tribes or LICWAC at the lowest supervisory level possible.
2. Follow impasse procedures if it is requested by tribes, LICWAC, or DCYF and the disagreement cannot be resolved through alternative dispute resolution procedures, including, but not limited to, procedures in the [Tribal/State Memoranda of Agreement](#).

Procedures

1. CW and LD employees must follow the [DCYF Administrative 10.03.01 Tribal Consultation](#) policy when consultation is needed for topics not related to shared cases involving DCYF and the tribes or LICWACs.
2. If the tribes, LICWAC, or DCYF disagree about situations that include, but are not limited to, case or placement planning or LICWAC recommendations, CW and LD employees must attempt resolution in the following order:
 1. Discuss the disagreements and how to resolve them with their supervisor.
 2. Coordinate with the tribes or LICWAC and consider scheduling a [shared planning meeting](#) that includes their supervisor.
 3. Request their area administrator (AA) or designee to coordinate with the appropriate tribal personnel to:
 1. Resolve the disagreements.
 2. Schedule an impasse meeting, if agreements cannot be resolved.
3. Conducting Impasse Meetings
 1. When AAs or their designees receive DCYF, LICWAC or tribal impasse meeting requests, they must:
 1. Schedule an impasse meeting:
 1. Immediately, if there is imminent risk of serious harm to the children.
 2. Within five business days, if there is no imminent risk of serious harm to the children.
 2. Invite the following individuals:
 1. Tribal designees, including, but not limited to, the tribal:
 1. Caseworker
 2. ICW department supervisor
 3. General manager or director
 4. Council members
 5. Attorney
 2. DCYF designees, including, but not limited to, the:
 1. Caseworker
 2. Supervisor
 3. Office of Tribal Relations (OTR) designee
 4. Assistant Attorney General (AAG) with expertise in ICW issues, if necessary

5. Other appropriate DCYF employees, e.g., licensing, adoption, R-GAP gatekeeper
3. LICWAC designees, when applicable.
3. Consider asking OTR or an agreed upon facilitator or mediator to facilitate the meeting.
4. Review LICWAC recommendations, if applicable, and relevant records and identify any possible solutions.
5. If no agreement is reached with the AA or the tribes choose not to participate, inform the regional administrator (RA) and:
 1. Request a second impasse meeting.
 2. Send them case-related documentation.
2. When RAs receive requests for impasse meetings, they must:
 1. Coordinate with the AA or designee and LICWAC or the tribe, as applicable, to schedule an impasse meeting.
 2. Conduct impasse meetings as outlined in Procedures 3.
 3. If no agreement is reached with the RA or the tribes choose not to participate, inform the CW Field Operations (FO) assistant secretary and:
 1. Request an impasse meeting.
 2. Send them case-related documentation.
3. When the CW FO assistant secretary receives requests for impasse meetings, they must:
 1. Conduct impasse meetings as outlined in Procedures 3.
 2. If no agreement is reached with the CW FO, inform the DCYF secretary and:
 1. Request an impasse meeting.
 2. Send them case-related documentation.
4. When the DCYF secretary receives requests for impasse meetings, they must:
 1. Conduct impasse meetings as outlined in Procedures 3.
 2. Consult with the LICWAC designee when the impasse involves a LICWAC recommendation, and the caseworker and supervisor in the other situations
 3. Must attempt resolution, and if not possible, make the final decision.
4. DCYF employees must follow the [Child Welfare Documentation](#) policy and document impasse meeting decisions and the basis for their decisions in FamLink case notes.

Resources

[Child Welfare Documentation policy](#)

[Child Welfare Shared Planning Meetings](#)

[DCYF Administrative 10.03.01 Tribal Agreement policy](#)

[Local Indian Child Welfare Advisory Committee \(LICWAC\) policy](#)

[Washington State 1989 Centennial Accord](#)

2.50.50. Transferring Cases to Tribal Court

2.50.50. Transferring Cases to Tribal Court julie.pettit Fri, 06/14/2024 - 12:10

Original Date: September 1, 1991

Revised Date: July 1, 2024

Sunset Review Date: July 31, 2028

Approved by: Tleena Ives, Office of Tribal Relations Director

Purpose

The purpose of this policy is to provide guidance on how to transfer dependency, 13.36 guardianship, or termination of parental rights cases to tribal court when the children are Indian children and the case transfers are either:

- Requested by the tribes.
- Accepted by the tribes after they are requested by the parents or children.

Scope

This policy applies to caseworkers.

Laws

[RCW 13.38.080](#) Transfer of jurisdiction

[25 USC § 1911](#) Indian tribe jurisdiction over Indian child custody proceedings

Policy

1. When children are Indian children and there is a request at any point in the case to transfer a dependency, [chapter 13.36 RCW](#) guardianship, or termination of parental rights case, caseworkers must collaborate with the:
 1. Known tribes, parents, and the Assistant Attorney General (AAG) to facilitate the case transferring to tribal court.
 2. Children, when developmentally appropriate,

Procedures

When a request is received to transfer an Indian child's case to tribal court, caseworkers must:

1. Contact the:
 1. The tribe to verify the child is a member or eligible for membership in the tribe to which the case would be transferred. If they:
 1. Are a member or eligible for membership, continue with the transfer process.
 2. If they are not a member or eligible for membership, consult with the AAG if the tribe continues to request transfer.
2. Coordinate with the:
 1. Tribe to confirm their position on a case transfer and assist as needed if the transfer was requested by the child or parent.
 2. AAG if the tribe requests the transfer and send the tribe:
 1. [Motion for Order Transferring Jurisdiction to Tribal Court, JU 11.0900](#)
 2. [Order re Transferring Jurisdiction to Tribal Court, JU 11.0920](#)
3. Complete the following after receiving the state court order transferring jurisdiction from the AAG:
 1. Offer to schedule and facilitate a transfer [case staffing](#) with the tribe.
 2. Follow the [Providing Confidential Records to Tribes](#) policy and collaborate with the Discovery Unit or designee to provide the tribe with all case documentation as soon as possible.
 3. Once the tribal court accepts jurisdiction, either:
 1. Close the case.

2. Open as a tribal payment only case.
4. Follow the [Child Welfare Documentation](#) policy and document all ICW related communications and activities.

Forms

[Motion for Order Transferring Jurisdiction to Tribal Court, JU 11.0900](#)

[Order re Transferring Jurisdiction to Tribal Court, JU 11.0920](#)

[Shared Planning Meeting DCYF 14-474](#)

[Tribal Court's Order Accepting/Declining Jurisdiction, JU 11.0960](#)

Resources

[25 CFR Part 23 – Indian Child Welfare Act](#)

[25 C.F.R. §§ 23.115-119 How are transfers for transfer of proceedings made](#)

[Child Welfare Documentation policy](#)

[Federal Register](#)

[Parents' Guide to CPS DSHS 22-484](#)

[Providing Confidential Records to Tribes policy](#)

[Washington State Federally Recognized Indian Tribes: Tribal Social Services Directors and Tribal Lead Social Worker](#)

[Washington State Tribes Intake and After Hours Field Response Contact Information](#)

2.60 Definitions

2.60 Definitions julie.pettit Fri, 06/21/2024 - 11:44

Active Efforts means affirmative, active, thorough, complete, and timely efforts intended primarily to maintain or reunite children who are or may be Indian children with parents, Indian custodians or legal guardians. See [25 C.F.R. § 23.2](#); [RCW 13.38.040\(1\)](#). Active Efforts:

- Are:
 - A higher standard than reasonable efforts and therefore require DCYF to provide more support, engagement, and services than reasonable efforts.
 - Distinct because it's inclusive of due diligence.
 - Provided to the maximum extent possible in a manner consistent with the prevailing social and cultural conditions and way of life of children's tribes.
 - Conducted in partnership with children and their parents or guardians, extended family members, Indian custodians, and tribes.
 - Tailored to the facts and circumstances of the case.
- Involve engaging, assisting, and supporting parents or Indian custodians throughout the life of a case including accessing services and fulfilling the steps of a case plan and court order, if applicable, and actively working with parents to address barriers to the parents' or Indian custodian's success.
- Include detailed documentation of all services, support, and engagement.

Best Interests of Indian Children is defined in [RCW 13.38.040\(2\)](#) and refers to the use of practices in accordance with the federal Indian child welfare act, and other applicable laws, that are designed to accomplish the following:

- Protect the safety, well-being, development, and stability of the Indian child.
- Prevent the unnecessary out-of-home placement of the Indian child.
- Acknowledge the right of Indian tribes to maintain their existence and integrity which will promote the stability and security of their children and families.

- Recognize the value to the Indian child of establishing, developing, or maintaining a political, cultural, social, and spiritual relationship with the Indian child's tribe and tribal community.
- Prioritize the placement of the Indian child in a proceeding where out-of-home placement is necessary per the placement preferences defined in [Chapter 13.38 RCW](#).

Canadian First Nations is a reference to:

- Individuals who most often have Indian status under Canadian law as a part of a recognized community. They are also called First Peoples or Aboriginal.
- Communities or bands recognized under Canadian law.

Cultural Agreements are forms of agreement negotiated between tribes and Indian children's guardianship caregivers or adoptive parents. These agreements outline actions taken by the adoptive parents or guardians to ensure Indian children are connected to their tribal community, culture, and government, e.g., keeping children up to date on tribal news and happenings, having children attend tribal ceremonies and cultural camps, keeping connections with relatives, etc.

Due Diligence means active and persistent efforts, e.g. performing regular telephonic, email, mail, or fax outreach activities to fulfill the requirements of the [Tribal Inquiry](#) and [Indian Child Welfare Act \(ICWA\) Notice to Tribes](#) policies. For:

- Known tribes:
 - Identify and work with all the tribes of which there is reason to know the child may be a member or eligible for membership.
 - Verify whether the child is in fact a member or eligible for membership.
- Unknown tribes, contact the [Bureau of Indian Affairs office](#).

Domicile for a parent or Indian custodian means the place at which a person has been physically present and that the person regards as home; a person's true, fixed, principal, and permanent home, to which that person intends to return and remain indefinitely even though the person may be currently residing elsewhere. For an Indian child, the domicile of the Indian child's parents or Indian custodian or guardian. In the case of an Indian child whose parents are not married to each other, the domicile of the Indian child's custodial parent. See [25 C.F.R. § 23.2](#).

Federal Indian Child Welfare Act (ICWA) is a federal law enacted in 1978. This law recognizes the importance of maintaining a child's connections with his or her extended family, Indian tribe and its culture when an Indian child is the subject of a child custody proceeding. The law sets minimum standards for the removal of Indian children from their families and for terminating parental rights, addresses tribes' exclusive and concurrent jurisdiction, establishes priorities for placement of Indian children in foster or adoptive homes, and requires official notice of juvenile dependency, guardianship, and termination of parental rights proceedings to the tribe of an Indian child. [25 U.S.C. 1901 et seq.](#)

Federally Recognized Tribes mean any Indian tribe, band, nation, or other organized group or community of Indians recognized as eligible for the services provided to Indians by the Secretary of the Interior because of their status as Indians, including any Alaska Native Village. [25 U.S.C. 1903\(8\)](#)

Government-to-Government Relationship means the recognition of, and respect for, the sovereign status of Washington state and the inherent sovereign status of federally recognized

Indian tribes. This relationship enhances and improves communications between the two governments and facilitates the resolution of issues. [Chapter 43.376 RCW](#)

Indian Children means any unmarried and unemancipated persons who are under age eighteen and are, as determined by the Indian child's tribe, one of the following:

- Members of an Indian tribe.
- Eligible for membership in an Indian tribe.

[25 USC § 1903 \(4\)](#); [25 CFR § 23.2](#) and [RCW 13.38.040\(7\) \(12\)](#)

Indian Child's Tribes means (a) Indian tribes in which an Indian child is a member or eligible for membership. [RCW 13.38.040\(10\)](#)

Indian Custodians are any Indian individuals who have legal custody of an Indian child under applicable Tribal law or custom or under applicable State law, or to whom temporary physical care, custody, and control has been transferred by the parent of such child. An Indian may demonstrate that he or she is an Indian custodian by looking to Tribal law or Tribal custom or State law. [25 U.S.C. § 1903\(6\)](#)

Indian Tribes mean any Indian tribe, band, nation, or other organized group or community of Indians recognized as eligible for the services provided to Indians by the Secretary of the Interior because of their status as Indians, including any Alaska Native Village. [25 U.S.C. § 1903\(8\)](#)

Known Tribes means when there is reason to know children have tribal heritage or Indian ancestry from either a:

- Specific tribe or tribes, e.g., Swinomish Indian Tribal Community, Pueblo of Acoma, Blue Lake Rancheria, Choctaw Nation, Native Village of Scammon Bay
- Tribal or cultural group, e.g., Lakota, Tlingit, Paiute, Yupik, Aleutian, Athabaskan

Local Indian Child Welfare Advisory Committees (LICWAC) are committees designed to ensure protection of the Indian identity of Indian children, their rights as Indian children, and the maximum utilization of available Indian resources for Indian children. To ensure the realization of this intent, information about each current and future case involving Indian children for whom DCYF has a responsibility must be referred to LICWAC on an ongoing basis when a federally recognized tribe has not responded, is unavailable, or requests LICWAC involvement according to procedures which recognize the privacy rights of the families. The purposes of LICWACs are to:

- Promote social service planning for Indian children;
- To encourage the preservation of the Indian family, tribe, heritage, and identity of each Indian child served by the DCYF;
- Assist in obtaining participation by representatives of tribal governments and Indian organizations in departmental planning for Indian children for whom the department has a responsibility.

Memoranda of Agreements are documents used to clarify roles and responsibilities and enhance coordination and cooperation between DCYF and federally recognized tribes in providing appropriate child welfare services to children who are or may be Indian children.

Non-federally Recognized Tribes means any tribe, Band, or other organized group or community of Indians that has not been recognized as eligible for services provided to Indians by the Secretary of the Interior.

Qualified Expert Witnesses (Contracted) are qualified individuals with a Department of Enterprise Services statewide or DCYF contract to testify regarding whether the child's continued custody by the parent or Indian custodian is likely to result in serious emotional or physical damage to the child. These individuals must be qualified to testify as to the prevailing social and cultural standards of the Indian child's Tribe.

Qualified Expert Witnesses (Tribally Designated) are qualified individuals designated by the tribe to testify regarding whether the child's continued custody by the parent or Indian custodian is likely to result in serious emotional or physical damage to the child and should be qualified to testify as to the prevailing social and cultural standards of the Indian child's tribe.

Reason to Know Children Are or May Be Indian applies when children are or may:

- Be a citizen or a member of a federally recognized tribe as identified by that tribe.
- Be eligible for citizenship or membership in a federally recognized tribe.
- Have tribal heritage or Indian ancestry in a federally recognized tribe or there is an indication of it. This includes but is not limited to, instances where information is received from any person involved in the case or discovered indicating that the child or parent have or may have:
 - Tribal affiliation, heritage, ancestry, descendancy, or lineage. The name of a specific tribe is not necessary.
 - Been a ward of a tribal court.
 - Previously accessed services at a tribal clinic or Indian Health Board clinic or Indian boarding school.
 - Is domiciled or a resident on a reservation or Alaska Native village.
 - Is affiliated with an Alaska Native Corporation.

Tribal Courts mean courts run by a tribal government with jurisdiction over child custody proceedings. These may be:

- A court of Indian offenses.
- A court established and operated under the code or custom of any federally recognized Indian tribe.
- Any other administrative body of a federally recognized Indian tribe that is vested with authority over child custody proceedings.

Tribal Group means groups of individual federally recognized tribes that are or were historically interconnected, e.g., Sioux and its representing sixteen federally recognized tribes.

Tribal Heritage or Indian Ancestry means an individual has American Indian or Alaska Native affiliation, heritage, ancestry, descendancy, or lineage; or identifies their race or ethnicity as being American Indian or Alaska Native. This is different from being a member or citizen of a Tribe.

Tribal Jurisdiction means when a tribe's authority to adjudicate, or decide, a dependency, termination of parental rights, guardianship, pre-adoptive, adoptive, customary adoption or any other child custody proceeding.

Tribal Sovereignty means that a tribal government has the power to make and enforce laws, and to establish courts and other forums for resolution of disputes. The sovereignty that American Indian Tribes possess is inherent and existed before the founding of the United States.

Unknown Tribes means when there is reason to know children have native ancestry or Indian heritage, but no specific tribe or tribes or cultural groups, have been identified after follow-up questioning. This includes references to state or geographic regions.

Washington State Indian Child Welfare Act (WICWA) is a Washington State law enacted in 2011. This law recognizes the importance of protecting the essential tribal relations and best interests of Indian child by promoting practices designed to prevent out-of-home placement of Indian children that is inconsistent with the rights of the parents, the health, safety, or welfare of the children, or the interests of their tribe. The law supplements the federal ICWA and was a step in clarifying existing laws and codifying existing policies and practices regarding Indian child welfare. [Chapter 13.38 RCW](#)

3.20.01 Applying as a Foster Parent or Unlicensed Caregiver

3.20.01 Applying as a Foster Parent or Unlicensed Caregiver julie.pettit Wed, 10/02/2024 - 12:53

Applies to: This policy applies to Licensing Division (LD) workers.

Chapter Number & Title: 3.20 Foster Care

Policy Number & Title: 3.20.01 Applying as a Foster Parent or Unlicensed Caregiver

Effective Date: October 15, 2024

Purpose

The purpose of this policy is to provide guidance on how the LD will assess competence and suitability of potential caregivers for children in out-of-home care when applications for foster home licenses or kinship care home study are received.

Authority

[42 USC § 671](#) State plan for foster care and adoption assistance

[RCW 49.60.030](#) Freedom from discrimination, declaration of civil rights

[RCW 74.13.250](#) Preservice training, foster parents

[RCW 74.13.332](#) Rights of foster parents

[Chapter 74.15 RCW](#) Care of children, expectant mothers, persons with developmental disabilities

[Chapter 110-148 WAC](#) Licensing Requirements for Child Foster Homes

Policy

LD workers:

1. Must complete the following when they receive applications for foster home licenses or kinship home studies:
 1. Inform relatives and suitable persons at the time of initial contact that they may either:
 1. Remain unlicensed.
 2. Apply to receive either a:
 1. Kinship license.
 2. Foster home license.
 2. Assess competence and suitability of potential caregivers to care for children or youth in out-of-home care prior to issuing a foster home or kinship licenses and kinship home studies.
 3. Verify:
 1. The licensing applicants:

1. Submitted a completed application.
2. Have an approved home study.
3. Meet the requirements in [chapter 110-148 WAC](#).
2. Caregivers receiving foster care maintenance payments are licensed.
3. Provider and case files are restricted, per DCYF Administrative policies:
 1. 11.25 Child Care Licensing or Approval, Program Payments and Enrollment, Foster Care Licensing, Placement, and Adoption for DCYF Employees for DCYF employees.
 2. 13.06 Records Management and Retention
2. May not deny individuals from becoming foster or adoptive parents based on the criteria in [RCW 49.60.030](#).

Resources

[Child Welfare Caregiver Support Level and Foster Care Rate Assessment Determination policy](#)

DCYF Administrative 11.25 Child Care Licensing or Approval, Program Payments and Enrollment, Foster Care Licensing, Placement, and Adoption for DCYF Employees policy

DCYF Administrative 13.06 Records Management & Retention policy

Original Date: September 27, 1995

Revised Date: October 15, 2024

Review Date: October 31, 2028

Approved by: Ruben Reeves, Assistant Secretary of Licensing Division

3.20.10 Completing Home Studies

3.20.10 Completing Home Studies julie.pettit Wed, 10/02/2024 - 12:54

Applies to: This policy applies to Licensing Division (LD) employees.

Chapter Number & Title: 20. Foster care

Policy Number & Title: DCYF Policy 3.20.10. Completing Home Studies

Effective Date: October 15, 2024

Purpose

The purpose of this policy is to provide guidance on how LD employees will:

- Assess the applicants' abilities to provide a safe and healthy environment for every child and youth placed in out-of-home care.
- Complete the home study.

Authority

[RCW 26.33.180](#) Preplacement report required before placement with adoptive parent, exception

[RCW 26.33.190](#) Placement report, requirements, fees

[RCW 43.20A.205](#) Denial, suspension, revocation, or modification of license

[RCW 74.14A.020](#) Services for emotionally disturbed and mentally ill children, potentially dependent children, and families in conflict

[Chapter 74.13 RCW](#) Child Welfare Services

[Chapter 74.15 RCW](#) Care of children, expectant mothers, persons with developmental disabilities

Policy

1. LD workers must:
 1. Complete the following when new home study applications are received:
 1. The home study process for individuals applying to care for children or youth placed in out-of-home care. Home studies are required for all placements including:
 1. Licensed Foster care
 2. Licensed Kinship care
 3. Unlicensed kinship care
 2. An assessment of the competence and suitability of the applicants as well as the physical conditions of the placement setting.
 3. A determination if additional home studies are needed for children or youth who are currently placed in kinship care.
 2. Not complete home studies for youth participating in the extended foster care program or on a Voluntary Placement Agreement DCYF 09-004B form.
 3. Inform:
 1. Denied foster home and kinship licensing applicants they have a due process right to an administrative hearing to challenge the denial of a license.
 2. Unlicensed caregivers:
 1. They do not have an appeal process or a due process right to an administrative hearing to challenge the outcome of the home study.
 2. A denied unlicensed home study or home study update does not prevent an applicant from reapplying in the future.
 3. Applicants requesting to receive an adoption only home study for children or youth not in the DCYF care and authority may choose to receive services through a Child Placing Agency that specializes in adoption services, instead of through DCYF.
 4. For home study updates:
 1. Request approval from their area administrator or supervisor to complete the home study update when either the:
 1. Reason for the home study update meets the requirements in the [Updating Licenses, Amendments, Modifications, and Changes in Circumstances](#) policy.
 2. The court requires and home study update.
 2. Complete them when approved by LD administrators or supervisors.
2. LD area administrators or supervisors must approve or deny home study update requests.
3. LD workers must:
 1. Complete adoption home study updates, when:
 1. There are changes within the family, e.g., divorce, someone new moving into the home, a medical condition, or significant change affecting the caregiver's ability to care for the children or youth.

2. The needs or characteristics of a child or youth considered for adoption are significantly different than when the family was assessed in a previously approved home study.
 3. Families have previously adopted a child or youth and are adopting another child or youth that is outside the recommendations of the previous home study.
 4. The local court requires an update.
 5. The original home study did not include a recommendation for adoption.
2. Verify new home studies and home study updates, including adoption:
 1. Are approved or denied in writing.
 2. Applications are withdrawn in writing.
 3. Have been partially completed when additional information is needed prior to making a recommendation for approval or denial.

Forms

Voluntary Placement Agreement DCYF 09-004B (located in the Forms repository on the DCYF intranet)

Resources

[Updating Licenses, Amendments, Modifications, and Changes in Circumstances policy](#)

Original Date: August 25, 1998

Revised Date: October 15, 2024

Review Date: October 31, 2028

Approved by: Ruben Reeves, Assistant Secretary of Licensing Division

3.20.20 Initial, Kinship, Foster Care, and Provisional Expedited License

3.20.20 Initial, Kinship, Foster Care, and Provisional Expedited License julie.pettit Wed, 10/02/2024 - 12:54

Applies to: This policy applies to Licensing Division (LD) workers.

Chapter Number & Title: 20. Foster Care

Policy Number & Title: 3.20.20. Initial, Kinship, Foster Home, and Provisional Expedited Licenses

Effective Date: January 22, 2025

Purpose

The purpose of this policy is to provide guidance on how Licensing Division (LD):

- Issues:
 - Initial licenses and kinship licenses to kinship caregivers.
 - Foster home licenses to individuals requesting to care for unrelated children or youth in out-of-home care.
 - Provisional expedited foster home or kinship licenses to individuals when the criteria is met.
- Re-evaluates foster homes to safeguard the safety and well-being of children in out-of-home care by assessing and monitoring their compliance with minimum licensing requirements (MLR).
- Completes no referrals on licensed homes.

Authority

[RCW 43.20A.205](#) Denial, suspension, revocation, or modification of license

[RCW 74.13.260](#) Site monitoring program

[Chapter 74.15 RCW](#) Care of children, expectant mothers, persons with developmental disabilities.

[Chapter 110-148 WAC](#) Licensing Requirements for Child Foster Homes

Policy

LD workers must complete the following:

1. For initial licenses:
 1. Issue them up to 90 calendar days from the date the initial license was approved and the requirements in [RCW 74.15.120](#) are met for unlicensed:
 1. Relatives and suitable person caregivers for children and youth in DCYF placement and care authority (PCA).
 2. Caregivers for children or youth in tribal court PCA when tribes request an initial license.
 2. Notify the children's or youth's caseworker if an initial license is denied.
2. When relatives or suitable persons apply for kinship licenses:
 1. Verify new kinship licenses and renewals:
 1. Are:
 1. Issued
 1. For a maximum of three years minus one day.
 2. To include the age range of the youngest child's or youth's age and the oldest child's or youth's age plus three years, not to exceed 18 years old.
 2. Placed on a FamLink "Voluntary No Referral" once the license is issued.
 3. Approved, withdrawn, or denied in writing.
 2. That were issued as a child-specific foster home license are changed to a kinship license at renewal or when either:
 1. A move occurs within six months prior to the license expiration date.
 2. The licensed kinship caregiver requires an assessment that results in a new three-year license.
 2. Discuss the importance of supporting and affirming children's or youth's relational and cultural needs with kinship caregivers.
 3. Follow:
 1. These DCYF Administrative policies:
 1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP)
 2. 6.03 Access to Services for Individuals with Disabilities
 3. [6.04 Supporting LGBTQIA+ Individuals](#)
 2. The [Completing Home Studies](#) policy to complete the home study.

3. The [Use of Administrative Approvals, Waivers, and Relative Non-Safety Exemptions](#) policy when non-safety exemptions or waivers are needed to license a foster or kinship home.
 4. Confirm the WACs in [chapter 110-148 WAC](#) that do not have non-safety waivers or exemptions for the caregivers are:
 1. Met before a kinship care license is issued.
 2. Maintained through the duration of the license.
 3. When individuals apply for foster home licenses:
 1. Verify foster home licenses and renewals are:
 1. Issued for a maximum of three years minus one day.
 2. Approved, withdrawn, or denied in writing.
 2. Discuss the importance of supporting and affirming the children's or youth's relational and cultural needs.
 3. Follow these policies:
 1. DCYF Administrative policies:
 1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP)
 2. 6.03 Access to Services for Individuals with Disabilities
 3. [6.04 Supporting LGBTQIA+ Individuals](#)
 2. [Completing Home Studies](#) policy to complete the home study.
 4. Confirm the [chapter 110-148 WAC](#) requirements are:
 1. Met before a foster license is issued.
 2. Maintained throughout the duration of the license.
4. When individuals apply for provisional expedited foster home and kinship licenses verify the applicants meet the requirements in [RCW 74.15.127](#). If so:
 1. Issue the provisional expedited license within 40 calendar days of the date the application was received.
 2. Complete the home study and approve the full license within 90 calendar days of the date the application was received.
5. For no referrals:
 1. Place foster homes and licensed kinship caregivers' homes on no referrals when either:
 1. It is agreed to or requested by the licensee.
 2. There is a WAC violation, and the investigation determines a no referral is needed.
 2. Send the applicable form to the licensees:
 1. Notice of No Referral Letter DCYF 10-801 when an involuntary no referral is placed on foster homes or licensed kinship caregivers' homes.
 2. Notice of Continued No Referral (Child Specific) DCYF 10-801A when no referrals are placed on child specific licensed kinship caregivers' homes.
 3. Notice of Lifted/Rescinded No Referral Status Letter DCYF 10-800 when determined no referrals are no longer needed.
6. LD supervisors must approve or deny the following licenses in FamLink:
 1. Initial kinship license

2. Kinship license
3. Foster license
7. LD administrators or designees must approve or deny license request forms.

Forms

Notice of Continued No Referral (Child Specific) DCYF 10-801A (located in the Forms repository on the DCYF intranet)

Notice of Lifted/Rescinded No Referral Status Letter DCYF 10-800 (located in the Forms repository on the DCYF intranet)

Notice of No Referral Letter 10-801 (located in the Forms repository on the DCYF intranet)

Resources

[Completing Home Studies policy](#)

DCYF Administrative 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy

DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy

[DCYF Administrative 6.04 Supporting LGBTQIA+ Individuals policy](#)

[Use of Administrative Approvals, Waivers, and Relative Non-Safety Exemptions policy](#)

Original Date: October 15, 2024

Review Date: January 31, 2029

Approved by: Ruben Reeves, Assistant Secretary of Licensing Division

3.20.30 Updating Licenses for Amendments, Modifications, and Changes in Circumstances

3.20.30 Updating Licenses for Amendments, Modifications, and Changes in Circumstances julie.pettit Wed, 10/02/2024 - 12:55

Applies to: This policy applies to Licensing Division (LD) workers.

Chapter Number & Title: 20. Foster Care

Policy Number & Title: 3.20.30. Updating Licenses for Amendments, Modifications, and Changes in Circumstances

Effective Date: October 15, 2024

Purpose

The purpose of this policy is to provide guidance to LD workers completing amendments for moves, modifications, or changes in circumstances for foster home and kinship licenses.

Authority

[RCW 43.20A.205](#) Denial, suspension, revocation, or modification of license

[RCW 74.13.260](#) Site monitoring program

[RCW 74.15.020](#) Definitions

[RCW 74.15.040](#) Licenses for foster family homes required, Inspections

[RCW 74.15.100](#) License application, issuance, duration, Reclassification, Location Changes

[RCW 74.15.110](#) Renewal of licenses.

[RCW 74.15.127](#) Expedited foster licensing process

[RCW 74.15.130](#) Licenses, Denials, suspension, revocation, modification-Procedures-Adjudicative proceeding-Penalties

[RCW 74.15.140](#) Action against licensed or unlicensed agencies authorized
[Chapter 110-148 WAC](#) Licensing Requirements for Child Foster Homes

Policy

LD workers must:

1. Assess the licensed foster or kinship caregiver's new home and amend their current license when informed that they have moved. __
2. Complete the following:
 1. License modifications when there is a capacity change for age, gender, or number of children or youth in the home for foster licenses when:
 1. Informed there is a change in any of the following:
 1. Household members
 2. Adoption
 3. Licensee request
 2. Determined in a shared decision-making meeting.
 2. When approving a change in circumstances in the licensing provider portal, for:
 1. Foster home licenses, determine whether a modification or new three-year license is required when there are changes within the household composition and any of the following occur:
 1. The addition or removal of a caregiver from the household.
 2. The addition of a new household member or an existing household member who may pose a risk to children or youth.
 3. Any changes in household members that affects the caregiver's ability to care for children or youth.
 2. Kinship licenses, issue them a new three-year license when any of the following changes in circumstances occur:
 1. The addition or removal of a caregiver from the household.
 2. The addition of a child or youth to their child-specific license and that child or youth was not identified prior to the license being issued.
 3. Any changes in household members that affects the caregiver's ability to care the children or youth.
 4. The family requests to change their license to a foster home license.
 3. When a change in circumstances cannot be approved for foster home and kinship licenses, follow the [Adverse Actions on Foster Home Licenses, Kinship Licenses, and Group Care Licenses](#) policy.
3. Not modify kinship licenses. Any changes to a license capacity requires a new assessment.
4. Provide written notification to licensees including their appeal rights when changes are being made to their license, unless the changes occur at license renewal.

Resources

[Adverse Actions on Foster Home Licenses, Kinship Licenses, and Group Care Licenses policy](#)

Original Date: September 27, 1995

Revised Date: October 15, 2024

Review Date: October 31, 2028

Approved by: Ruben Reeves, Assistant Secretary of Licensing Division

3.20.40 Use of Administrative Approvals, Waivers, and Relative Non-Safety Exemptions

3.20.40 Use of Administrative Approvals, Waivers, and Relative Non-Safety

Exemptions julie.pettit Wed, 10/02/2024 - 12:56

Applies to: This policy applies to Licensing Division (LD) employees.

Chapter Number & Title: 20. Foster Care

Policy Number & Title: 3.20.40. Use of Administrative Approvals, Waivers, and Relative Non-Safety Exemptions

Effective Date: October 15, 2024

Purpose

The purpose of this policy is to provide guidance to LD employees when administrative approval, waivers, or exemptions are needed.

Authority

[RCW 43.20A.205](#) Denial, suspension, revocation, or modification of license

[RCW 74.13.260](#) Site monitoring program

[RCW 74.15.020](#) Definitions

[RCW 74.15.040](#) Licenses for foster family homes required, Inspections

[RCW 74.15.100](#) License application, issuance, duration, Reclassification, Location Changes

[RCW 74.15.110](#) Renewal of licenses

[RCW 74.15.120](#) Initial Licenses

[RCW 74.15.125](#) Probationary licenses-Child-specific licenses

[RCW 74.15.127](#) Expedited foster licensing process

[RCW 74.15.130](#) Licenses, Denials, suspension, revocation, modification, Procedures, Adjudicative proceeding-Penalties

[RCW 74.15.140](#) Action against licensed or unlicensed agencies authorized

[Chapter 110-148 WAC](#) Licensing Requirements for Child Foster Homes

Policy

1. LD workers must request:
 1. Administrative approvals using the [Administrative Approval \(Foster Home\) DCYF 15-411D](#) form when the following are met:
 1. They are in support an exception to a minimum licensing requirements (MLR) for a foster parent or licensed kinship caregiver.
 2. The [chapter 110-148 WACs](#) allow for an exception to continue receiving federal funding.
 2. Waivers using the [Licensing Waiver \(Foster Home\) DCYF 15-411A](#) form when:
 1. They support an exception to an MLR for a foster parent or licensed kinship caregiver.
 2. The [chapter 110-148 WACs](#) do not allow for DCYF discretion to approve an exception to the MLR.
 3. Relative non-safety exemptions not resulting in a loss of federal funding for licensed relatives as defined in [RCW 74.15.120](#):

1. Using the [Kinship License Non-Safety Exemptions/Waiver \(Licensed Home\) DCYF 15-411G](#) form.
2. When they support an allowable exemption as outlined on the [Kinship License Non-Safety Exemptions/Waiver \(Licensed Home\) DCYF 15-411G](#) form.
2. LD senior administrators or designees must review and approve requests for administrative approvals, waivers, and suitable other non-safety exemption requests.
3. When LD senior administrators or designees approve waivers, they:
 1. Must be:
 1. Time limited.
 2. Issued for foster parents and suitable person caregivers.
 2. May result in the loss of federal funding for all children and youth placed in the home.
4. LD supervisors must:
 1. Complete a provider action in FamLink indicating the approved waiver.
 2. Notify the Financial Business Services Division (FBSD) IV-E Specialist of waiver upon approval of license.

Forms

[Administrative Approval \(Foster Home\) DCYF 15-411D](#)

[Kinship License Non-Safety Exemptions/Waiver \(Licensed Home\) DCYF 15-411G](#)

[Licensing Waiver \(Foster Home\) DCYF 15-411A](#)

Original Date: September 27, 1974

Revised Date: October 15, 2024

Review Date: October 31, 2028

Approved by: Ruben Reeves, Assistant Secretary of Licensing Division

3.20.50 Health and Safety Monitoring

3.20.50 Health and Safety Monitoring julie.pettit Wed, 10/02/2024 - 12:57

Applies to: This policy applies to Licensing Division (LD) workers

Chapter Number & Title: 20. Foster Care

Policy Number & Title: 3.20.50. Health and Safety Monitoring

Effective Date: October 15, 2024

Purpose

The purpose of this policy is to provide guidance to LD workers on when to monitor foster homes' compliance with minimum licensing requirements (MLRs) statewide.

Authority

[RCW 43.20A.205](#) Denial, suspension, revocation, or modification of license

[RCW 74.13.260](#) Site monitoring program

[RCW 74.15.040](#) Licenses for foster family homes required, Inspections

[RCW 74.15.100](#) License application, issuance, duration, Reclassification, Location Changes

[RCW 74.15.110](#) Renewal of licenses

[RCW 74.15.127](#) Expedited foster licensing process

[RCW 74.15.130](#) Licenses - Denials, suspension, revocation, modification-Procedures-

Adjudicative proceedings-Penalties

[RCW 74.15.140](#) Action against licensed or unlicensed agencies authorized

[Chapter 110-148 WAC](#) Licensing Requirements for Child Foster Homes

Policy

LD workers must monitor a random sample of no fewer than 10 percent of their total licensed foster homes and kinship homes annually.

Original Date: September 1974

Revised Date: October 15, 2024

Review Date: October 31, 2028

Approved by: Ruben Reeves, Assistant Secretary of Licensing Division

3.20.80 Licensing Investigations

3.20.80 Licensing Investigations julie.pettit Wed, 10/02/2024 - 16:11

Applies to: This policy applies to Licensing Division (LD) employees.

Chapter Number & Title: 3.20. Foster Care

Policy Number & Title: 3.20.80 Licensing Investigations

Effective Date: October 15, 2024

Purpose

The purpose of this policy is to provide guidance when conducting licensing complaint investigations to determine if a violation occurred in state licensed foster home and kinship homes.

Authority

[Chapter 74.15 RCW](#) Care of Children, Expectant Mothers, Persons with Developmental Disabilities

[Chapter 110-148 WAC](#) Licensing Requirements for Child Foster Homes

Policy

1. LD workers must complete the following when complaints are received in licensed foster homes:
 1. Conduct licensing investigations to determine if a violation of the [chapter 110-148 WAC](#) has occurred.
 2. Immediately address any violations identified during the investigation that threaten the health and safety of children or youth placed in the home.
 3. Determine findings within 45 calendar days of the date of the complaint and notify the foster parent of the results in writing, as either a:
 1. Valid finding, based on facts obtained during the investigation when there is reasonable cause to believe a licensing violation occurred.
 2. Not valid finding, based on the facts obtained during the investigation when either:
 1. There is reasonable cause to believe a licensing violation did not occur.
 2. It cannot be determined a licensing violation occurred.
 4. Assist the foster parents in resolving violations that includes either:
 1. Providing them technical assistance.

2. Completing a compliance agreement and plan.
 5. Request an extension if they are not able to complete the investigation within 45 calendar days of the complaint.
 2. LD safety and assessment (SAM) workers and regional licensors must:
 1. Not investigate non-CPS licensing complaints on licensed kinship caregivers.
 2. Complete all provider actions for non-CPS complaint intakes. This includes:
 1. Documenting as "Screen Out."
 2. Assessing for and providing supports identified for the family.
 3. LD supervisors may approve requests to extend a licensing investigation beyond 45 calendar days and must document the reason for the request.
-

Original Date: February 15, 1998

Revised Date: October 15, 2024

Review Date: October 31, 2028

Approved by: Ruben Reeves, Assistant Secretary of Licensing Division

3.20.90 Adverse Actions on Foster Home Licenses, Kinship Licenses, and Group Care Licenses

3.20.90 Adverse Actions on Foster Home Licenses, Kinship Licenses, and Group Care

Licenses julie.pettit Wed, 10/02/2024 - 16:12

Applies to: This policy applies to Licensing Division (LD) workers.

Chapter Number & Title: 3.20 Foster Care

Policy Number & Title: 3.20.90 Adverse Actions on Foster Home Licenses, Kinship Licenses, and Group Care Licenses

Effective Date: October 15, 2024

Purpose

The purpose of this policy is to provide guidance to LD workers when licensing violations occur in licensed foster or kinship homes or group care facilities that affect the health, safety, and well-being of children and youth placed in their care.

Authority

[RCW 43.20A.205](#) Denial, suspension, revocation, or modification of license

[RCW 74.14A.020](#) Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict

[RCW 74.15.010](#) Declaration of purpose

[RCW 74.15.130](#) Denial, suspension, revocation, modification-procedures-adjudicative proceedings-penalties

[WAC 110-145-1390](#) Will you license or continue to license me if I violate licensing regulations

[WAC 110-145-1395](#) Are there exceptions made if I do not meet the licensing requirements

[WAC 110-145-1400](#) Must prospective and current staff and volunteers be disqualified from having access to the children in my facility

[WAC 110-145-1405](#) What may I do if I disagree with your decision to modify, deny, suspend or revoke my license, or to disqualify my background check.

[WAC 110-145-1410](#) How do I appeal the decision of the office of administrative hearing' administrative law judge

[WAC 110-145-1415](#) Can I be issued a probationary license

[WAC 110-148-1625](#) Will you license or continue to license me if I violate licensing requirements

[WAC 110-148-1635](#) Can people living in my home be disqualified from having access to the children in my care

[WAC 110-148-1640](#) Are there any other reasons that might cause me to lose my license.

[WAC 110-148-1645](#) What may I do if I disagree with your decision to modify, deny, suspend, or revoke my license, or to disqualify my background check

[WAC 110-148-1650](#) How do I appeal the decision of the office of administrative hearings' administrative law judge

Policy

LD workers:

1. Must complete the following when a licensing violation occurs in a licensed foster or kinship home or group care facility that affects the health safety and well-being of children or youth placed in their care:
 1. Review LD jurisdiction on:
 1. Foster and Kinship licenses, and licensing applications follow [WAC 110-148-1625](#).
 2. Group Care follow [WAC 110-145-1390](#).
 2. Maintain jurisdiction on foster or kinship licenses, group care facility licenses, and licensing applications, even if individuals:
 1. Request to withdraw their licensing application.
 2. Surrender their license.
 3. Fail to renew their license.
 3. Take an adverse action on the license, e.g., deny, suspend, or revoke a license when it has been determined that a licensee cannot provide care for children or youth in a manner that meets their safety, health, and well-being, per:
 1. [WAC 110-148-1625](#) for foster and kinship licenses.
 2. [WAC 110-145-1390](#) for group care facility licenses.
 4. Deny individuals from having unsupervised contact with children and youth in out-of-home care if they do not meet requirements in both:
 1. [RCW 74.15.010](#)
 2. [Chapter 110-148 WAC](#) for foster and kinship licenses or [Chapter 110-145 WAC](#) for group care facility licenses.
2. Send a certified letter when a decision is made to modify, deny, suspend, or revoke a license.
3. May complete the following when a violation has occurred in a licensed foster or kinship home or group care facility:
 1. Limit or restrict a license or require the licensee to enter into a compliance agreement to verify the safety, health, and well-being of children and youth in their care.
 2. Suspend or revoke a license if a foster or kinship home or group care facility has one or more of the following without prior LD worker approval:
 1. More foster children or youth than allowed on their license.

2. Foster children or youth of different ages or genders than the license allows.

Original Date: September 27, 1974

Revised Date: October 15, 2024

Review Date: October 31, 2028

Approved by: Ruben Reeves, Assistant Secretary of Licensing Division

3.20.100 Licensed Foster Family Home Required Training

3.20.100 Licensed Foster Family Home Required Training julie.pettit Wed, 10/02/2024 - 16:12

Applies to: This policy applies to Licensing Division (LD) workers.

Chapter Number & Title: 20. Foster Care

Policy Number & Title: 3.20.100. Licensed Foster Family Home Required Training

Effective Date: October 15, 2024

Purpose

The purpose of this policy is to provide guidance to LD workers on the required training for licensed caregivers.

Authority

[RCW 74.13.075](#) Sexually aggressive youth-Defined-Services-Expenditure of treatment funds-Tribal jurisdiction-Information sharing and confidentiality

[RCW 74.13.310](#) Foster Parent Training

[RCW 74.13B.020](#) Family support and related services - Performance-based contracting

Policy

LD workers:

1. Must verify:
 1. Foster home license applicants complete the following trainings prior to licensing:
 1. Caregiver Core Training (CCT), by a least one applicant residing in the home.
 2. First Aid, Cardiopulmonary Resuscitation (CPR), and Blood Borne Pathogen (BBP) training by all individuals over the age of 18 providing care to children or youth in the home.
 2. All licensed foster parents in the home who take placement of Sexually Aggressive Youth or Physically Assaultive/Aggressive Youth (SAY/PAAY), as defined in [RCW 74.13.075](#), complete SAY/PAAY online or in-person training prior placement, per the following child welfare (CW) policies:
 1. [Sexually Aggressive Youth](#)
 2. [Physically Assaultive/Aggressive Youth](#)
 3. Licensed foster parents complete 24 hours of caregiver continuing education every three years.
 4. Any training required in a foster parents' compliance plan, if applicable, has been completed.
2. May:
 1. Accept:

1. Previously completed CCT for foster homes that had a break in service but were licensed within the previous five years.
 2. Up to 12 hours of training that foster parents completed prior to becoming licensed, but the training:
 1. Cannot include CCT, First Aid, CPR, or BBP.
 2. Must have been completed within the last 12 months of LD receiving the [Home Study or Reassessment Application DCYF 13-354](#) form.
 3. Ongoing training completed by one or both foster parents on a license, in any combination.
2. Allow licensed foster parents to carry up to 12 hours of training into the next three-year licensing cycle if they exceed the required training hours.
 3. Require specific and additional training for foster parents as part of a compliance plan using a [Compliance Agreement 10-248](#).

Forms

[Compliance Agreement DCYF 10-248](#)

[Home Study or Reassessment Application DCYF 10-354](#)

Resources

[CW Sexually Aggressive Youth policy](#)

[CW Welfare Physically Assaultive/Aggressive Youth policy](#)

Original Date: September 27, 1974

Revised Date: October 15, 2024

Review Date: October 31, 2028

Approved by: Ruben Reeves, Assistant Secretary of Licensing Division

3.20.110 Licensed Kinship Caregiver Training

3.20.110 Licensed Kinship Caregiver Training julie.pettit Wed, 10/02/2024 - 16:13

Applies to: This policy applies to Licensing Division (LD) workers.

Chapter Number & Title: 20. Foster Care

Policy Number & Title: 3.20.110. Kinship License Training

Effective Date: October 15, 2024

Purpose

The purpose of this policy is to provide guidance to LD workers on the training requirements for licensed kinship caregivers.

Authority

[RCW 74.13.075](#) Sexually aggressive youth-Defined-Services-Expenditure of treatment funds-Tribal jurisdiction-Information sharing and confidentiality

[RCW 74.13.310](#) Foster Parent Training

[RCW 74.13B.020](#) Family support and related services - Performance-based contracting

Policy

1. LD workers must verify:
 1. Kinship caregivers taking placement of Sexually Aggressive Youth or Physically Assaultive/Aggressive Youth (SAY/PAAY) youth as defined in [RCW 74.13.075](#),

complete SAY/PAAY online or in-person training prior to placement, per the following child welfare (CW) policies:

1. [Sexually Aggressive Youth](#)
 2. [Physically Assaultive/Aggressive Youth](#)
2. Any training required in a foster parents' compliance plan, if applicable, has been completed.
2. LD workers may:
1. Encourage:
 1. Kinship caregivers to complete the following trainings:
 1. Kinship Core Training (KCT)
 2. First Aid, CPR, and Blood Borne Pathogen (BBP).
 2. Licensed kinship caregivers to complete 24 hours of caregiver continuing education every three years.
 2. Accept up to 12 hours of training that kinship caregivers completed prior to becoming licensed:
 1. Not including KCT or First Aid, CPR, or BBP.
 2. That has been completed within the last 12 months of LD receiving the [Home Study or Reassessment Application \(DCYF 10-354\)](#).
 3. Allow kinship caregivers to carry up to 12 hours into the next three-year licensing cycle if a kinship caregiver exceeds the required training hours.
 4. Accept ongoing trainings completed by one or both kinship caregivers on a license, in any combination.
 5. Require specific and additional training for foster parents as part of a compliance plan.
 6. Utilize the [Kinship License Non-Safety Exemptions/Waiver \(Licensed Home\) DCYF 15-411G](#) form to waive any training.

Forms

[Home Study or Reassessment Application DCYF 10-354](#)

[Kinship License Non-Safety Exemptions/Waiver \(Licensed Home\) DCYF 15-411G](#)

Resources

[Sexually Aggressive Youth policy](#)

[Physically Assaultive/Aggressive Youth policy](#)

Original Date: October 15, 2024

Review Date: October 31, 2028

Approved by: Ruben Reeves, Assistant Secretary of Licensing Division