

1 Caregivers receive information about completing the home study.

2 Caregivers submit their application¹ and background check forms² to start the process.

3 Licensing Division staff are assigned and the applicant(s) is notified that their application was received.

4 Caregivers complete and provide to Licensing Division staff all other application materials. Caregivers can follow along on the Unlicensed Placement Application Checklist³.

5 Licensing Division staff contact the applicant(s) to schedule interviews and home visits.

6 Caregivers complete all other requirements.

7 Licensing Division staff complete home visits, write the home study, and ask their supervisor to review the complete application.

8 Approved families receive an approval letter and other information by email or postal mail.

Unlicensed Home Study ROAD MAP

Thank you for stepping forward to care for a loved one's child.

This publication explains important steps to complete your home study. Please contact Licensing Division staff or the Caregiver Retention, Education and Support (CaRES) program with questions and for support and guidance.

Support and guidance through the home study is available!

Contact the Alliance for Child Welfare Excellence Caregiver Retention, Education and Support (CaRES) program for more information.

Email: alliancecares@uw.edu

Website: www.alliancecarescommunity.org

Phone: (206) 221-4913



¹ www.dcyf.wa.gov/forms?field_number_value=10-354&title=

² www.dshs.wa.gov/fsa/forms?field_number_value=09-653&title=

³ www.dcyf.wa.gov/forms?field_number_value=10-581&title=

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