



## Email Samples for WA CAP

# Welcome Email: Applicants & Other Adults

**Sent:** After email address entered  
to create new profile

**Subject Line:** *Welcome to your  
application, NAME*

Hi *Name*,

An account has been created for you through Washington Caregiver Application Portal (WA CAP) using your email address.

A SecureAccess Washington (SAW) account is required to log in,

If you have a SAW account, sign in and add WA CAP using "wacap" service code.

If you do not have a SAW account, sign up utilizing the "wacap" service code.

If your SAW account is associated with a different email address than the one listed above, update your email address in SAW and add WA CAP using the "wacap" service code.

Need help? [Sign up instructions are here](#)

# Foster Care Licensure

Sent: 30 days after signing

Subject Line: *Remaining requirements for your foster care application*

Hello,

Thank you for taking the first steps to becoming a licensed foster parent! You need to complete some items before we can move forward. Please log into Washington Caregiver Application Portal (WA CAP) to complete the remaining items in the next 60 days.

We have people ready to help if you have any questions during this process. Please log into WA CAP to find your worker's contact information by clicking on "Need Help?" in the corner of the WA CAP page.

If you are unable to move forward at this time, please let us know the reason why. Don't worry; if you withdraw your application, as long as you re-apply within one year, you can pick up where you left off.

As a reminder, a SecureAccess Washington (SAW) account is required to log in:

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# Foster Care Maintenance & Renewal

Sent: 90 days prior to renewal

Subject Line: *Your Foster Care  
License expires in 90 days*

Dear Foster Parent,

Thank you for your years of service. We know that being a foster parent is challenging, and we appreciate your commitment. We would like to let you know that your license will expire in 90 days. We hope your experiences with foster care have been positive and you are interested in renewing your license. To renew your license, please log in to your Washington Caregiver Application Portal (WA CAP) account and use this code (wacpa4kids) to proceed to the renewal forms. Your Licensor will contact you upon receipt of your application to schedule an inspection home visit with you.

You are required to complete ongoing training pursuant to the department's foster home training policy before relicensing:

- 24 hours for every three-year licensing period
- CPR, First Aid, and bloodborne pathogen training do not count toward the 24 hours of training during the three-year licensing period
- The caregiver continuing education training requirement may be met by one or both foster parents on a license, in any combination.

Your first two licensing periods must include one training from each competency category:

- Understanding and Working Within the Child Welfare System
- Parenting and Family Management
- Caregiver Self-Awareness and Development
- Racial Equity and Social Justice

We accept a variety of training. Talk with your Licensor about any training you have in mind. You can also find free and approved training options by searching Courses through [The Alliance for Professional Development, Training, and Caregiver Excellence](#) (The Alliance).

Please be aware if we do not receive your renewal application by the date your license expires, your foster home license will close.

Thank you for your attention to this matter and for caring for children. If you have any questions or concerns, please contact your Licensor.

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# Kinship Licensure

Sent: 7, 15, 30, & 70 days after signing

Subject Line: *Your Kinship Application*

Hello,

Thank you for your progress in the application process! All individuals that want to care for children placed out of home must complete a home study. There are remaining items that need completion before we can move forward. Please log into the Washington Caregiver Application Portal (WA CAP). Any items missing the green check mark are incomplete.

We have people ready to help if you are having difficulties with this process. Please log into WA CAP to find your worker's contact information by clicking on "Need Help?" in the corner of the WA CAP page.

We look forward to working with you to complete this process.

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# Kinship Maintenance & Renewal

Sent: 90 days prior to renewal

Subject Line: *Your Kinship License expires in 30 days*

Dear Caregiver,

Thank you for your years of service. We know that being a caregiver is challenging, and we appreciate your commitment. We wanted to let you know that your license expires in 90 days. We hope your experiences have been positive and you are interested in renewing your license. To renew your license, please log in to your Washington Caregiver Application Portal (WA CAP) account and use this code (cpa4kinship) to proceed to the renewal forms. Your Licensor will contact you upon receipt of your application to schedule a home visit with you.

Visit the [Alliance for Professional Development, Training, and Caregiver Excellence](#) (The Alliance) for free training opportunities to support you in your continued caregiving journey.

Please be aware that your license will be closed if we do not receive your renewal application by the date your license expires.

Thank you for your attention to this matter and for caring for children. If you have any questions or concerns, please contact your Licensor.

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# Kinship Maintenance & Renewal

Sent: 60 days prior to renewal

Subject Line: *Your Kinship License expires in 30 days*

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# Certified Respite Approval

Sent: 15 days after signing

Subject Line: *Remaining requirements for your certified respite care application*

Hello,

Thank you for your interest in providing certified respite care! We know how important it is to support foster parents and children experiencing foster care.

All individuals that want to provide certified respite care for children experiencing foster care must complete a certification process. We appreciate your willingness to participate in this process. There are some items you need to complete before we can move forward. Please log into Washington Caregiver Application Portal (WA CAP) to complete the remaining items.

Please let your assigned worker know if you are having difficulties with this process or have questions. Your worker's contact information is located in WA CAP.

We look forward to working with you to complete this process.

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# Certified Respite Maintenance & Recertification

Sent: 90 days prior to renewal

Subject Line: *Your Respite  
Certification expires in 90 days*

Dear Certified Respite Provider,

Thank you for your years of service providing certified respite care in licensed foster home(s). We know that being a certified respite care provider is challenging, and we appreciate your commitment. We wanted to let you know that your respite certification expires in 90 days. We hope your experiences have been positive and you are interested in renewing your certification. To renew your respite certification, please log in to your Washington Caregiver Application Portal (WA CAP) account and use this code (cpa4respite) to proceed to the renewal forms. Your assigned worker will contact you upon completion of these forms.

Visit the [Alliance for Professional Development, Training, and Caregiver Excellence](#) (The Alliance) for free training opportunities to support you in your continued caregiving journey.

Please be aware that your respite certification will close if we do not receive your renewal forms by the date your certification expires.

Thank you for your attention to this matter and for caring for our children. If you have any questions or concerns, please contact your assigned worker. Your worker's contact information is located in WA CAP.

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