



2024

KINSHIP HOME STUDY UPDATE

FREQUENTLY ASKED QUESTIONS – CPA & TRIBAL CPA

SEPTEMBER 2024

Frequently Asked Questions

Home Study Update for Kinship Caregivers – CPA & Tribal CPA

What is the Home Study Update Form?

- The new Kinship Home Study Update Form (DCYF 10-018B) is a streamlined version of the existing Home Study Update.
- The Update is aligned with the new National Kinship Standards and is the basis for developing the new Kinship Home Study.
- It is a temporary form that will be used until the new Kinship Home Study becomes effective in Summer 2025.

When should CPA's and Tribal CPA's use the Kinship Home Study Update Form (DCYF 10-018B)?

- Adding a child to a Kinship Care or Kinship License Home Study
- Adding Adoption requirements to a previously approved HS (without other change of circumstances that would require a new HS)

Who will complete the new Home Study Update Form and where will they find it?

- The update form will be completed by DCYF Licensing Staff, Child Placing Agencies (CPAs), and Tribal CPAs.
- The new Home Study Update Form will be available in WA CAP and the Forms Library beginning 9/30/2024.

How is this new Home Study Update different than the current Home Study Update process?

- Staff and CPA's will continue to assess child safety and follow the procedures for completing a home study update which may include financial, medical, and updated reference checks.
- Instead of updating the home study, the Home Study Update Form will be completed by staff and CPA's.
- Caregivers will have an opportunity to review the completed form, much in the same way they do now, and the form will be reviewed and approved by the Supervisor.

When should the form not be used?

- Community Foster Care Home Study Updates
- Change in kinship family circumstance requiring a new 3 year license: addition or removal of a caregiver
- Kinship family wants to provide Community Foster Care

Can we use the new form for Community Foster Care Home Study Updates?

- No, you must continue to use DCYF 10-043 for non-Kinship Home Study Updates.
- Changes to the Community Foster Care NRM are underway. A new version of the Home Study may be explored after the FC NRM process is complete, but It is not anticipated changes will be made prior to the new FC rules being finalized (summer 2026).

Who was involved creating the new Update Form

The workgroup included LD Assessment, SAM, Child Welfare, Tribal Relations, Tribal Partners, WA CAP, Adoption, RESJ, Finance, Workforce Development, Regional Licensing, Tribal and Community Partners, Child Placing Agencies and Tribal Child Placing Agencies. Multiple groups reviewed and provided feedback during the development process.

What if a kinship caregiver leaves the home? Can I use this form to update for the licensed kinship caregiver who stays on the license?

- No, the update form cannot be used for the absence or presence of a caregiver.
- A new assessment (full home study) and 3-year license is required.

Frequently Asked Questions	Home Study Update for Kinship Caregivers – CPA & Tribal CPA
What if we have an update already in progress when the new form is released on 9/30/24 ?	You can switch to the new Kinship Home Study Update Form if it does not impact the overall completion timeline. Any information from the application, or information that has already been entered into the Home Study, will not populate the new Update Form. The unfinished Home Study will remain incomplete.
Can this form be used for Kinship ICPC home study updates?	Yes! The new Kinship Update Form will be used for all Kinship Licenses, including ICPC Kinship Home Study Updates.
Will this form be a “standalone” document or a supplement? For example, do I need to incorporate historical information from prior home studies into this form?	The Kinship Home Study Update Form has been streamlined to reduce duplicative entry for staff. It is a supplement to the original Home Study.
Is this form used if legal action is implemented?	Kinship Home Study Update has the same outcome options and would be used the same way as a Home Study in a legal proceeding
Can this form be resolved as a partial, like the original home study form?	Yes!
Will anything historical auto fill from other forms or sources? If so, what are those?	The form will populate with information from the Application, but no additional historical information from any other sources will be auto populate
I have questions and want to learn more, what should I do?	Contact the project team dcyf.kinshipfeedback@dcyf.wa.gov

Questions?

Email the Project Team at
dcyf.kinshipfeedback@dcyf.wa.gov

THANK YOU!

2024

Join us at the next
CPA Kinship Workgroup

- Sept 26, 2024
- Oct 24, 2024

Renatta Watson

Kinship & Foster Care Licensing Partnership and
Support Manager

Renatta.Watson@dcyf.wa.gov

Questions?

Email the Project Team at
dcyf.kinshipfeedback@dcyf.wa.gov

