

Using the Kinship Home Study Update Form (DCYF 10-018B)

Purpose:

To provide guidance to CPA staff about when to use the new Kinship Home Study Update Form (DCYF 10-018B). Please refer to the RL Home Study Update Process Map for document and track guidance. Here are some best practices to help you make a strong document.

Adding additional kinship children or youth to a home study (New three-year Kinship License)

Action by:	Action:
Private Agency Worker	1. Complete the Kinship Home Study Update Form DCYF 10-018B to add additional kinship children or youth to the home study.
	2. Follow the Required Documents for Child Placing Agencies under New Kinship License.
	3. Verify or update any missing forms or documentation needed to complete the assessment.
	4. Verify background checks are completed or updated in WA CAP for everyone 16 and older.
	5. Complete File Checklist and Certification for License of Foster Home.
Regional Licensor and Regional Licensor Supervisor	6. Review all required documents.
Regional Licensor	7. Issue a new three-year kinship license in WA CAP to include the additional child or youth.



Washington State Department of
CHILDREN, YOUTH & FAMILIES

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Licensing Division | Approved for distribution by Marissa Corrales, Interim Foster Care Licensing Senior Administrator

Action by:	Action:
	8. Notify Private Agency of approved license.

Adding Adoption requirements to an existing kinship home study (No New License)

Action by:	Action:
Private Agency Worker	9. Complete the Kinship Home Study Update Form DCYF 10-018B to include adoption requirements.
	10. Follow the Required Documents for Child Placing Agencies under Adoption Home Study Update.
	11. Verify or update any missing forms or documentation needed to complete the assessment.
Regional Licensor and Regional Licensor Supervisor	12. Review all required documents.
Regional Licensor	13. Notify Private Agency of approved adoption update.
	14. Note: No new three-year license is issued for this update.

