

Binti continues to make updates to the WA CAP system to enhance the user experience.

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While the steps in this process map have not changed, where to click to complete that step may have due to updates made by Binti. Use this [link](#) to review all updates if a step in this map cannot be identified in WA CAP.

Ensure you always use the [WA CAP page](#) to access the most up-to-date process map.

## CHILD PLACING AGENCIES – EXPEDITED LICENSE PROCESS MAP



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

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**CHILDREN, YOUTH & FAMILIES**

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## Phase 1: Provisional Expedited Foster Care License Application

### Phase 1, Step 1: Recruiting

Action by:	Action:
Applicant(s)	1. <b>Contact</b> private agency about obtaining an expedited license.
Private Agency Licensor	2. <b>Discuss</b> licensing interests with potential applicant(s). 3. <b>Determine</b> if applicant(s) is eligible for an expedited license as outlined in <a href="#">WAC 110-148-1321</a> . 4. <b>Intake</b> applicant(s) into WA CAP. a. To <b>add</b> children, click on “Edit Children in the Home” tab. b. <b>Provide</b> passcode “cpa4kids” if agency chose this option to use on the second tab (may be called Orientation, Next Steps, etc).
Applicant(s)	5. Applicant(s) will receive an automated email. A link will be provided to set a password and continue working on the application documents. 6. <b>Complete</b> Home Study or Reassessment Application (DCYF 10-354) 7. <b>Complete</b> Authorization and Consent to Share Records (CPA Home) (DCYF 115-824A). 8. <b>Fill out</b> Background Confirmation and Out of State Check (DCYF 15-460) and ensure background forms have been completed for applicant(s), all household members, and others living on the property. Note: Applicant(s) will click on “Background Check Central Unit (BCCU) link to complete their online background authorization form. Then applicant(s) will enter confirmation code in WA CAP on the Background Confirmation and Out of State Check form. Each applicant/household member/others living on the property will do this and enter their confirmation code on their form. 9. <b>Upload</b> valid government ID 10. <b>Notify</b> private agency documents are ready to be processed.

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## Phase 1, Step 2: Applying

At any time during the Phase 1 assessment it may be determined that the family is ineligible for an Expedited License. A family may continue with the license application by switching tracks to the regular licensing process which will close the expedited application.

A withdrawal and re-application is not required.

Action by:	Action:
Private Agency Licensors	11. <b>Verify</b> applicant(s) is on the correct track. 12. <b>Move</b> applicant(s) from “Recruiting” to “Applying” once steps 10-13 have been completed at a minimum (CPAs may require additional paperwork) <ol style="list-style-type: none"> <li>Click “Change Application Status”</li> <li>Click “Update Status To”</li> <li>Select “Applying”</li> <li>Click “Update Status”</li> </ol> 13. <b>Assign</b> applicant(s) to Partner Agency Worker <ol style="list-style-type: none"> <li>Click “Edit Application”</li> <li><b>Change</b> “Partner Agency Worker” assignment from default recruiter to agency worker (up to six), if applicable</li> <li>Private Agency Licensors Supervisor is automatically assigned.</li> <li>Click Update Application at the bottom of this page to save the changes</li> </ol> 14. <b>Notify</b> <a href="#">LD Administrative Support</a> when documents are ready for processing.
LD Administrative Support	15. <b>Receive</b> and <b>process</b> application and background paperwork. 16. <b>Assign</b> family to Regional Licensors as “Approvals Worker Assigned”.
Regional Licensing Staff	17. <b>Finalize</b> background checks. 18. <b>Send</b> results to private agency. 19. <b>Change</b> application status from “Applying” to “Recruiting”.
Private Agency Licensors	20. <b>Complete</b> Initial Requirements outlined in the <a href="#">Required Documents for Child Placing Agencies – Provisional Expedited License (Phase 1)</a> . 21. <b>Conduct</b> walkthrough within seven days. 22. <b>Select</b> and <b>complete</b> the “Waive” option for all documents not needed for Provisional Expedited Foster License.
Private Agency Supervisor	23. <b>Review</b> expedited license documents.

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Action by:	Action:
Private Agency Licensors	24. <b>Move</b> applicant(s) from “Recruiting” to “Applying” when all certification documents are ready to be reviewed by Regional Licensors. 25. <b>Notify</b> Regional Licensors when the family is ready to “Apply”.

### Phase 1, Step 3: Approval

The approval phase is how to now review and approve a license. The change is to reflect the system functionality of approving a license.

Action by:	Action:
Regional Licensors	26. <b>Review</b> expedited license documents. 27. <b>Notify</b> Regional Licensors Supervisor expedited license documents are ready for review.
Regional Licensors Supervisor	28. <b>Review</b> expedited license documents. 29. <b>Change</b> application status from “Applying” to “Approve” in “Change Application Status” tab.
Regional Licensors	30. <b>Notify</b> private agency of approval.
Automated Process	31. Applicant(s) will be moved into Phase 2 to complete the Provisional Expedited Foster License Application track in WA CAP.
Private Agency Licensors	32. <b>Provide</b> “Foster Home License (DCYF 10-010)/License ID Card (LIC_0014B)” to applicant(s).

### Phase 2, Step 1: Provisional Expedited Foster Care License Application

#### Phase 2, Step 1

Phase 2 should be completed within 90 days of the provisional license being issued.

Action by:	Action:
Private Agency Licensors	33. <b>Continue</b> to monitor applicant(s) progress and provide technical assistance as needed.

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Action by:	Action:
	<p>34. <b>Complete</b> required documents outlined in <a href="#">Required Documents for Child Placing Agencies – Provisional Expedited License (Phase 2)</a>.</p> <p>35. <b>Ensure</b> at least one applicant(s) completed pre-service training previously, or:</p> <ul style="list-style-type: none"> <li>a. Refer applicant(s) to training.</li> <li>b. Training must be completed before full license (Phase 2) can be issued.</li> </ul> <p>36. <b>Select</b> “Waive” for all documents not needed for the full license in the Provisional Expedited Foster Care License Application track.</p> <p>37. <b>Send</b> a draft of the home study to the applicant(s) when completed.</p> <p>38. Home Study draft will NOT be signed at this time.</p>
Private Agency Supervisor	<p>39. <b>Review</b> required documents Suggested method:</p> <ul style="list-style-type: none"> <li>a. <b>Click</b> on Actions link associated with the family, then Documents</li> <li>b. <b>Click</b> on PDF of Documents which will show all documents at once, <b>Save</b> on your computer, and <b>add</b> comments if warranted (the only documents it will show are the ones having a green check mark under Status)</li> </ul> <p>40. <b>Review</b> Home Study (DCYF 10-043).</p> <ul style="list-style-type: none"> <li>a. <b>Click</b> on “Download Incomplete Form”</li> <li>b. <b>Click</b> on download button in top right corner (arrow with a line)</li> <li>c. For Save As Type, <b>select</b> pdf.</li> <li>d. <b>Add</b> comments if applicable</li> </ul> <p>41. <b>Review</b> indicators in WA CAP.</p> <ul style="list-style-type: none"> <li>a. Indicators are not thoroughly shown in the output report. <ul style="list-style-type: none"> <li>i. <b>Access</b> within the home study.</li> <li>ii. <b>Click</b> on Documents</li> <li>iii. <b>Scroll</b> down to the Home Study section</li> <li>iv. <b>Select</b> “Form – Home Study (DCYF 10-043)” and not on the pdf. Note: Do not edit. <b>Comment</b> on the pdf to indicate to Private Agency Licensor if additional information is needed.</li> </ul> </li> <li>b. <b>Verify</b> indicators are assessed and mitigated in the home study.</li> </ul> <p>42. <b>Indicate</b> if additional information is needed.</p>
Private Agency Licensor	<p>43. <b>Revise</b> documents if needed.</p> <p>44. <b>Send</b> a draft of the home study to the applicants when completed.</p> <p>45. <b>Notify</b> Regional Licensor when required documents for Phase 2 are ready for review.</p>

Phase 2, Step 2: Approval

Action by:	Action:
Regional Licensors	<p>46. <b>Verify</b> at least one applicant completed pre-service training.</p> <p>47. <b>Review</b> required documents</p> <p>48. <b>Review</b> Home Study (DCYF 10-043).</p> <ul style="list-style-type: none"> <li>a. <b>Click</b> on “Download Incomplete Form”</li> <li>b. <b>Click</b> on download button in top right corner (arrow with a line)</li> <li>c. For Save As Type, <b>select</b> pdf.</li> <li>d. <b>Add</b> comments if applicable</li> </ul> <p>49. <b>Review</b> indicators in WA CAP.</p> <ul style="list-style-type: none"> <li>a. Indicators are not thoroughly shown in the output report. <ul style="list-style-type: none"> <li>i. <b>Access</b> within the home study.</li> <li>ii. <b>Click</b> on Documents</li> <li>iii. <b>Scroll</b> down to the Home Study section</li> <li>iv. <b>Select</b> “Form – Home Study (DCYF 10-043)” and not on the pdf. Note: Do not edit. <b>Comment</b> on the pdf to indicate to Private Agency Licensors if additional information is needed.</li> </ul> </li> <li>b. <b>Verify</b> indicators are assessed and mitigated in the home study.</li> </ul> <p>50. <b>Notify</b> Regional Licensors Supervisor documents are ready for review.</p> <ul style="list-style-type: none"> <li>a. <b>Indicate</b> if revisions and/or additional information is needed.</li> </ul>
	<p>51. <b>Review</b> required documents.</p> <p>52. <b>Review</b> Home Study (DCYF 10-043), attached to the email from Regional Licensors.</p> <ul style="list-style-type: none"> <li>a. <b>Indicate</b> if revisions and/or additional information is needed.</li> </ul> <p>53. <b>Review</b> indicators in WA CAP.</p> <ul style="list-style-type: none"> <li>a. Indicators are not thoroughly shown in the output report. <ul style="list-style-type: none"> <li>i. <b>Access</b> within the home study.</li> <li>ii. <b>Click</b> on Documents</li> <li>iii. <b>Scroll</b> down to the Home Study section</li> <li>iv. <b>Select</b> “Form – Home Study (DCYF 10-043)” and not on the pdf. Note: Do not edit. <b>Comment</b> on the pdf to indicate to Private Agency Licensors if additional information is needed.</li> </ul> </li> <li>b. <b>Verify</b> indicators are assessed and mitigated in the home study.</li> </ul> <p>54. <b>Notify</b> Regional Licensors that documents are ready to be updated by Private Agency Licensors.</p> <ul style="list-style-type: none"> <li>a. <b>Indicate</b> if revisions and/or additional information is needed.</li> </ul>

CHILD PLACING AGENCIES – EXPEDITED LICENSE PROCESS MAP

Action by:	Action:
Regional Licensor	55. <b>Notify</b> Private Agency Licensor if revisions and/or additional information is needed.
Private Agency Licensor	56. <b>Revise</b> and/or add requested information. 57. <b>Notify</b> Regional Licensor that forms have been updated.
Regional Licensor	58. <b>Review</b> revised/final paperwork 59. <b>Verify</b> additional information was included, if applicable. 60. <b>Notify</b> Regional Licensor Supervisor updated documents are ready for review.
Regional Licensor Supervisor	61. <b>Review</b> revised/final paperwork. 62. <b>Notify</b> Regional Licensor Home Study (DCYF 10-043) is ready to be signed by private agency licensor.
Regional Licensor	63. <b>Notify</b> private agency to sign and approve Home Study (DCYF 10-043) 64. <b>Verify</b> Home Study (DCYF 10-043) is signed 65. <b>Notify</b> Regional Licensor Supervisor to finalize approval.
Regional Licensor Supervisor	66. <b>Change</b> application status from “Applying” to “Approve” in “Change Application Status” tab. Note: After approval, all families will automatically appear on the dashboard in the “Renewals” section under “Renewals Case Load”.
Regional Licensor	67. <b>Notify</b> private agency of approval.
Private Agency Licensor	68. <b>Provide</b> “Foster Home License (DCYF 10-010)/License ID Card (LIC_0014B)” and final home study to applicant(s).

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