

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

[Binti - What's New](#)

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.

FOSTER LICENSE PROCESS MAP FOR CHILD PLACING AGENCIES



Washington State Department of
CHILDREN, YOUTH & FAMILIES

DCYF does not discriminate and provides equal access to its programs and services for all persons without regard to race, color, gender, religion, creed, marital status, national origin, sexual orientation, age, veteran's status, or presence of any physical, sensory, or mental disability.

If you would like free copies of this publication in an alternative format or language, please contact DCYF Constituent Relations at 1-800-723-4831 or email communications@dcyf.wa.gov.

Original Date: May 17, 2023 | Revised Date: September 26, 2023 | Licensing Division
Approved for distribution by Jeanine Tacchini, Foster Care Licensing Senior Administrator



Washington State Department of
CHILDREN, YOUTH & FAMILIES

Table of Contents

Step 1: Recruiting..... 2

Step 2: Applying 3

Step 3: Approval..... 5

Step 4: Withdraw When No Application Has Been Submitted..... 7

Step 4: Withdraw 8

Step 4: Submit to Regional Licensing then Withdraw 8

Step 5: Denial 9

Step 1: Recruiting

“Recruiting” is when a potential foster parent logs into WA CAP for the first time.

Note: If a family has an Initial License and is getting fully licensed through a CPA, the CPA must complete the license within 90 days of receiving the Initial License. If not done within 90 days, there will be a break in payment, the Initial License will close, and payment will restart once fully licensed.

Action by:	Action:
Private Agency Licensors	<ol style="list-style-type: none"> 1. Discuss licensing interests with potential applicant(s). 2. Intake the family in WA CAP. <ol style="list-style-type: none"> a. To add children, click on “Edit Children in the Home” tab. 3. Select the “Waive” option for all documents not required for the applicant or agency as outlined in the Required Documents for Child Placing Agency – New License section.

FOSTER LICENSE PROCESS MAP FOR CHILD PLACING AGENCIES

Action by:	Action:
	<ul style="list-style-type: none"> a. When waived, it shows applicant a green check mark and communicates it is not necessary for the type of license they are getting. 4. If your agency chose to have a passcode option, provide passcode “cpa4kids” to use at the appropriate stage (may be called Orientation, Next Steps, etc). <ul style="list-style-type: none"> a. Follow CPA LEP/Paper Process Map if applicable. <p>Note: Once the intake is complete, WA CAP will automatically send a welcome email containing a link to log in.</p>
Applicant	<ul style="list-style-type: none"> 5. Create person in WA CAP if agency did not complete intake. 6. Applicant will receive an automated email. A link will be provided to continue working on the application documents. 7. Complete Home Study or Reassessment Application (DCYF 10-354). 8. Complete Authorization and Consent to Share Records (CPA Home) (DCYF 115-824A) . 9. Fill out Background Confirmation and Out of State Check (DCYF 15-460) and ensure background forms have been completed for applicants, all household members, and others living on the property. <p>Note: Applicant(s) will click on “Background Check Central Unit (BCCU) link to complete their online background authorization form. Then applicant 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.</p> <ul style="list-style-type: none"> 10. Upload valid government ID.

Step 2: Applying

The applying phase is where the bulk of the licensing process will occur. For additional guidance on requirements needed during this phase, utilize the Required Documents for Child Placing Agencies.

Action by:	Action by:
Private Agency Licensor	<ul style="list-style-type: none"> 11. Verify applicant is on the correct track. 12. Move applicant from “Recruiting” to “Applying” once steps 5-11 have been completed at a minimum (CPAs may require additional paperwork).

Original Date: May 17, 2023 | Revised Date: September 26, 2023 | Licensing Division
 Approved for distribution by Jeanine Tacchini, Foster Care Licensing Senior Administrator

FOSTER LICENSE PROCESS MAP FOR CHILD PLACING AGENCIES

Action by:	Action by:
	<ul style="list-style-type: none"> a. Click “Change Application Status”. b. Click “Update Status To”. c. Select “Applying”. d. Click “Update Status”. <p>13. Assign applicant to Partner Agency Worker.</p> <ul style="list-style-type: none"> a. Click “Edit Application”. b. Add “Partner Agency Worker” (up to six), if applicable. c. Private Agency Licensor Supervisor is automatically assigned. d. Click Update Application at the bottom of this page to save the changes. <p>14. Notify LD Administrative Support once family is ready to apply.</p>
LD Administrative Support Team	<p>15. Assign family to Regional Licensor as “Approvals Worker Assigned” on “Edit Application” tab.</p> <p>16. Receive and process application and background paperwork.</p> <ul style="list-style-type: none"> a. Apply the Multi-License Tag in WA CAP as applicable. b. Verify the Initial License Tag was applied previously if the applicant(s) received an Initial License and then decided to become licensed to provide General Foster Care rather than Kinship Licensed Care.
Regional Licensor	<p>17. Finalize background checks.</p> <p>18. Send results to private agency.</p> <p>19. Change application status from “Applying” to “Recruiting”.</p>
Private Agency Licensor	<p>20. When anyone moves into the home during the “Recruiting/Applying” phase:</p> <ul style="list-style-type: none"> a. Request that the applicants add all new children and adults as household members in WA CAP. b. Verify the new person has been added to the household in WA CAP and if they have not: <ul style="list-style-type: none"> i. Add children through “Edit Children in the Home” tab. <ul style="list-style-type: none"> A. Upload one date of 16th birthday placeholder form “Date of 16th or 18th Birthday (DCYF 15-825)” into “Documents” tab for all household children. B. Upload one date of 18th birthday placeholder form “Date of 16th or 18th Birthday (DCYF 15-825)” into “Documents” tab for all household children. <p>Note: This form is located on the DCYF Forms Drive and not in WA CAP.</p>

FOSTER LICENSE PROCESS MAP FOR CHILD PLACING AGENCIES

Action by:	Action by:
	<ul style="list-style-type: none"> C. Enter “Expiration Date.” The expiration date is the 16th or 18th birthday for the child. If the birthdate lands on a leap year, always enter “February 28th” as the expiration date. D. If child is 17, Waive for “Date of 16th birthday” and upload for “Date of 18th birthday”. <ul style="list-style-type: none"> ii. Add adults through “Edit Application” tab. c. For Youth age 16 and 17 <ul style="list-style-type: none"> i. Follow background check process for CPA homes. ii. Notify LD Administrative Support. d. For everyone age 18+ <ul style="list-style-type: none"> i. Follow background check process for CPA homes. ii. Notify LD Administrative Support.
LD Administrative Support	21. Process background paperwork for new household members 16+.
Regional Licensor	22. Finalize background checks. 23. Send results to private agency. 24. Change application status from “Applying” to “Recruiting”. 25. Provide technical assistance to private agency licensor, including responding to questions (can search for families by name).

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:
Private Agency Licensor	Within 90 days of receiving background clearance notification: <ul style="list-style-type: none"> 26. Complete licensing requirements as outlined in Required Documents for Child Placing Agencies – New License Section. 27. Select and complete the “Waive” option for all documents not required as outlined in the Required Documents for Child Placing Agencies– New License. 28. Home Study draft will not be signed at this time.

Original Date: May 17, 2023 | Revised Date: September 26, 2023 | Licensing Division
 Approved for distribution by Jeanine Tacchini, Foster Care Licensing Senior Administrator

FOSTER LICENSE PROCESS MAP FOR CHILD PLACING AGENCIES

Action by:	Action:
Private Agency Supervisor	<p>29. Review required documents. Suggested method:</p> <ol style="list-style-type: none"> a. Click on Actions link associated with the family, then click on Documents. b. Click on PDF of Documents which will show all documents at once, Save on your computer, and add comments if warranted (the only documents it will show are the ones having a green check mark under Status). <p>30. Review Home Study (DCYF 10-043).</p> <ol style="list-style-type: none"> a. Click on “Download Incomplete Form” b. Click on download button in top right corner (arrow with a line) c. For Save As Type, select pdf. d. Add comments if applicable <p>31. Review indicators in WA CAP.</p> <ol style="list-style-type: none"> a. Indicators are not thoroughly shown in the output report. <ol style="list-style-type: none"> i. Access within the home study. ii. Click on Documents iii. Scroll down to the Home Study section iv. Select “Form – Home Study (DCYF 10-043)” and not on the pdf. <p>Note: Do not edit. Comment on the pdf to indicate to Private Agency Licensor if additional information is needed.</p> b. Verify indicators are assessed and mitigated in the home study. <p>32. Indicate if updates are needed.</p>
Private Agency Licensor	<p>33. Revise documents if needed. 34. Send a draft of the home study to the applicant(s) when completed. 35. Move applicant from “Recruiting” to “Applying” when certification documents are ready to be reviewed by Regional Licensor. 36. Notify Regional Licensor when the family is ready to “Apply”.</p>
Regional Licensor	<p>37. Review required documents. 38. Review Home Study (DCYF 10-043). 39. Notify Regional Licensor Supervisor documents are ready for review. <ol style="list-style-type: none"> a. Indicate if revisions and/or additional information is needed. </p>
Regional Licensor Supervisor	<p>40. Review required documents. 41. Review Home Study (DCYF 10-043). 42. Notify Regional Licensor that documents are ready to be updated by Private Agency Licensor.</p>

FOSTER LICENSE PROCESS MAP FOR CHILD PLACING AGENCIES

Action by:	Action:
	a. Indicate if revisions and/or additional information is needed.
Regional Licensor	43. Notify Private Agency Licensor if revisions and/or additional information is needed. 44. Change status from Applying to Recruiting.
Private Agency Licensor	45. Revise and/or add requested information. 46. Notify Regional Licensor that forms have been updated. 47. Change status from Recruiting to Applying.
Regional Licensor	48. Review revised/final paperwork. 49. Verify additional information was included, if applicable. 50. Notify Regional Licensor Supervisor updated paperwork is ready for review.
Regional Licensor Supervisor	51. Review revised/final paperwork. 52. Notify Regional Licensor Home Study (DCYF 10-043) is ready to be signed by private agency licensor.
Regional Licensor	53. Notify private agency to sign Home Study (DCYF 10-043). 54. Verify Home Study (DCYF 10-043) is signed. 55. Notify Regional Licensor Supervisor to finalize approval.
Regional Licensor Supervisor	56. Change application status from “Applying” to “Approve” in “Change Application Status” tab. 57. Remove the initial license tag in WA CAP. Note: After approval, all families will automatically appear on the dashboard in the “Renewals” section under “Renewals Case Load”.
Regional Licensor	58. Notify private agency of approval.
Private Agency Licensor	59. Provide “Foster Home License (DCYF 10-010)/License ID Card (LIC_0014B)” and final home study to applicant.

Step 4: Withdraw When No Application Has Been Submitted

This process is to be used when the private agency has intake a family into WA CAP but an application has not been submitted.

Original Date: May 17, 2023 | Revised Date: September 26, 2023 | Licensing Division
Approved for distribution by Jeanine Tacchini, Foster Care Licensing Senior Administrator

FOSTER LICENSE PROCESS MAP FOR CHILD PLACING AGENCIES

Action by:	Action:
Private Agency Licensors	<p>60. Determine if agency is no longer working with the applicant.</p> <p>61. Update status from “Recruiting” to “Recruiting Dropout/No Application Started”.</p> <ol style="list-style-type: none"> a. Click on the “Change Application Status” tab. b. Select “Recruiting Dropout/No Application Started”. c. Select the reason that best applies to the specific circumstance. d. Provide a brief explanation in the explanation box. e. Select “Update Status”. <p>62. Go to Edit Application, remove Partner Agency Worker.</p>

Step 4: Withdraw

This process is to be used when the private agency has decided to withdraw an application.

Action by:	Action:
Private Agency Licensors	<p>63. Determine if application needs to be withdrawn.</p> <p>64. Notify Regional Licensors of a withdraw and include the reason and the effective date.</p>
Regional Licensors	<p>65. Update status from “Applying” to “Withdrawn/Closed Preapproval”.</p>

Step 4: Submit to Regional Licensing then Withdraw

This process is to be used when the private agency has filled out the home study and has submitted it to Regional Licensing for review but then decided to withdraw the application.

Action by:	Action:
Private Agency Licensors	<p>66. Determine if application needs to be withdrawn.</p> <p>67. Select appropriate outcome in the “Home Study Information” section of the Home Study.</p> <ol style="list-style-type: none"> a. Select “Not approved, application withdrawn”. <p>68. Save Home Study (DCYF 10-043) as PDF or print the home study.</p> <p>69. Sign home study.</p>

FOSTER LICENSE PROCESS MAP FOR CHILD PLACING AGENCIES

Action by:	Action:
	<p>70. Send signed home study to private agency supervisor for them to sign.</p> <p>71. Upload signed home study in the “Supporting Documents” section in the “Documents” tab in WA CAP.</p> <p style="padding-left: 40px;">b. Select “Withdrawn Home Study (Worker Upload Only)”</p> <p>72. Notify Regional Licensor of a withdraw including an explanation of why and the effective date.</p> <p>73. Include if the family has a home study uploaded in WA CAP.</p>
Regional Licensor	74. Update status from “Applying” to “Withdrawn/Closed Preapproval”.

Step 5: Denial

This is the process for a legal licensing denial. This process should only be followed when there is legal sufficiency to deny the application.

Action by:	Action:
Regional Licensor	<p>75. Review documents.</p> <p>76. Staff with Regional Licensor Supervisor and LD CPA Administrator.</p> <p>77. Determine if application needs to be denied.</p> <p>78. Communicate denial decision with Private Agency Licensor, Private Agency Supervisor, and Regional Licensor Supervisor.</p> <p>79. Follow existing LD denial policy and procedure.</p> <p>80. Remove partner agency.</p>