

# Licensing Division Update

## Completing a Home Study and Home Study Updates

This is to provide guidance for when a new home study or a home study update is required which includes updated practices with the changes related to WA CAP.

### New Home Study:

1. The home study must include an assessment of the competence and suitability of the applicants as well as the physical conditions of the placement setting.
2. If the family is already licensed (general or Kinship) and there is a significant change, such as:
  - a. The addition or removal of a caregiver from the household (e.g. marriage, additional partner, divorce, separation, or death);
  - b. If an addition or removal of a caregiver occurs in a licensed home, this will require a new home study and three-year license, if approved.
3. Additionally, a **Kinship (Child Specific) License** requires a new three-year license for the circumstances below. See [CPA Child Specific Communication](#). Consult with the Regional Licenser if necessary.
  - a. The family wants to add a child to their Child Specific License and that child was not identified prior to licensure.
  - b. The family wants to change their license to a general foster family home license.
  - c. Child Welfare places an additional child into a home that has a current Child Specific License.
4. CPA Licenser must:
  - a. Follow the Non-discrimination WACs when interacting with applicants.
  - b. Discuss the importance of supporting and affirming a child's relational and cultural needs (race, ethnicity, religion, or SOGIE) with applicants.
  - c. Complete all requirements outlined in the [Required Documents for Child Placing Agencies](#).

### Home Study Updates for Adoption Purposes:

5. Home study updates are required per Policy 5110 such as:
  - a. The family has a previously approved home study for a child(ren) and is seeking placement or permanency with another child that is outside the recommendations on the previous home study.
  - b. The needs or characteristics of a child considered for adoption is significantly different than when the family was assessed in a previously approved home study.

- c. The local court requires an update.
  - d. The family’s original home study did not include a recommendation for adoption and now the family is interested in pursuing permanency through adoption.
  - e. Adoption Area Administrators may request an adoption home study update by contacting LD CPA Administrator.
6. Child Welfare Case Worker or Adoption Case Worker may request an adoption home study update by contacting the Regional Licensor when one of the circumstances are identified in #5. Regional Licensors will staff with Regional Licensor Supervisors if needed. Regional Licensors must review the request and determine if an update is needed.
  7. CPA licensor completes all requirements outlined in the [Required Documents for Child Placing Agencies](#).

### Procedure:

Follow the guidance and requirements outlined in the [Required Documents for Child Placing Agencies](#).



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

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Licensing Division | Approved for distribution by Pamela McKeown, LD Foster System Senior Administrator