

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.

CHILD PLACING AGENCIES - KINSHIP LICENSE PROCESS MAP



Washington State Department of
CHILDREN, YOUTH & FAMILIES

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Washington State Department of
CHILDREN, YOUTH & FAMILIES

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Step 1 – Transferring to a CPA with a Placement in the Home

This process is used when there is a child or youth placed in the Kinship Home.

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:
Kinship Notification Unit Specialist (KNU)	<ol style="list-style-type: none">Intake family in WA CAP on the Kinship License track. Note: Once the intake is complete, WA CAP will automatically send a welcome email to applicant containing a link to log in.If CPA is not yet identified,<ol style="list-style-type: none">Collect and review the completed “Home Study or Reassessment Application (DCYF 10-354)”.Apply the Multi-License Tag in WA CAP, as applicable.Verify the Initial License Tag was applied previously if the applicant(s) received an initial license.Engage with applicant to complete identified forms and supporting documents. Note: An application and background checks may have been completed when working with the KNU Specialist. Tags may have been applied.
Applicant	<ol style="list-style-type: none">Contact private agency to communicated desire to be licensed with them.
Private Agency Licensor	<ol style="list-style-type: none">Ask applicant the following questions:<ol style="list-style-type: none">Has background paperwork been completed for anyone online?Has anyone received fingerprint instructions but not completed them yet?Have fingerprints been completed for anyone in the home and on the property when working with the KNU/KCEU Unit?Notify Regional Licensor to communicate family’s decision to become licensed with a CPA.<ol style="list-style-type: none">Provide information from Step 5.Include where the applicant is in the licensing process.

Action by:	Action:
Regional Licensors	<p>7. Contact KNU/Home Study Specialist to share foster parent’s decision.</p> <p>8. Enter provider note in FamLink of family’s decision to become licensed with a CPA.</p> <p>9. Notify Regional Licensors Supervisor to make assignment changes.</p>
Regional Licensors Supervisor	<p>10. Transfer application for the family.</p> <p>11. Add Partner Agency.</p> <p>12. Assign Regional Licensors and keep KNU/Home Study Specialist assigned.</p> <p>13. Notify Regional Licensors when update is completed.</p>
Regional Licensors	<p>14. Verify in FamLink which clearances have been completed.</p> <p>15. Notify private agency licensors they can move forward with applicant(s).</p> <p>a. Specify who still needs fingerprints/clearances.</p>
Private Agency Supervisor	<p>16. Assign applicant(s) to Parent Agency Worker</p> <p>a. Click “Edit Application”.</p> <p>b. Change “Parent Agency Worker” (up to six).</p> <p>c. Private Agency Licensors Supervisor is automatically assigned.</p> <p>d. Click Update Application at the bottom of this page to save the changes.</p>
Private Agency Licensors	<p>17. Select the “Waive” option for all documents not required for the applicant or agency as outlined in the Required Documents for Child Placing Agency – Kinship License section.</p> <p>a. When waived, it shows applicant a green check mark and communicates it is not necessary for the type of license they are getting.</p> <p>18. Contact applicant(s) to start the licensing process.</p> <p>a. Ask applicant to complete/update their application.</p> <p>b. Ask applicant to complete the background checks steps for any applicant/household members/person on property who have not been cleared.</p> <p>c. If your agency chose to have a passcode option, provide passcode “cpa4kinship” to use at the appropriate stage (may be called Orientation, Next Steps, etc).</p>
Applicant	<p>19. Complete/update Home Study or Reassessment Application (DCYF 10-354).</p> <p>a. Go to Application forms.</p>

Action by:	Action:
	<ul style="list-style-type: none"> b. Complete/update all information as needed on the Home Study or Reassessment Application (DCYF 10-354). c. Under Household Information, add the name of the private agency who you are getting licensed through. d. At the end, update Today's Date. <p>20. For people who have cleared background checks:</p> <ul style="list-style-type: none"> a. Enter N/A or Already Completed for the Online Confirmation number. b. Background checks will be transferred. <p>21. For people who have not received a cleared background check:</p> <ul style="list-style-type: none"> a. Applicant(s) will receive an automated email. A link will be provided to begin working on the application documents. b. Complete Authorization and Consent to Share Records (CPA Home) (DCYF 15-824A) c. Fill out 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. <p>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.</p> <ul style="list-style-type: none"> d. Upload valid government ID.

Step 1 – Transferring to CPA with No Placement in the Home

This process outlines when Child Welfare is referring for a Kinship Home Study when a child or youth is not already placed in their home.

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:
Child Welfare	22. Complete SharePoint Referral Document .

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Action by:	Action:
Kinship Notification Unit Specialist (KNU)	<p>23. Receive assignment from KNU Supervisor.</p> <p>24. Contact and Intake family in WA CAP on the Kinship License Track.</p> <p>25. Initiate background checks for all household members identified at Intake.</p> <p>26. Notify KNU Supervisor that potential kinship applicant is ready to transfer to CPA.</p> <p>27. If CPA is not yet identified,</p> <ul style="list-style-type: none"> a. Collect and review the completed “Home Study or Reassessment Application (DCYF 10-354)”. b. Apply the Multi-License Tag in WA CAP, as applicable. c. Verify the Initial License Tag was applied previously if the applicant(s) received an initial license. <p>28. Engage with applicant to complete identified forms and supporting documents.</p>
Applicant	29. Notify KNU Specialist of the desire to switch to a CPA and specify which CPA.
Private Agency Staff and DCYF Staff	30. Follow Steps 5-21.

Step 2: Applying

This step outlines the process for when the status of an applicant is moved from the “Recruiting” phase of WA CAP to the “Applying” phase.

Action by:	Action:
Private Agency Licensor	<p>31. Move family from “Recruiting” tab to “Applying.”</p> <ul style="list-style-type: none"> a. Click “Change Application Status.” b. Click “Update Status To” c. Select “Applying” d. Click “Update Status” <p>32. Notify Regional Licensor once family is ready to apply.</p>
LD Administrative Support	<p>33. Remove KNU/Home Study Specialist from applicant(s).</p> <ul style="list-style-type: none"> a. Keep Regional Licensor as Approvals Worker. <p>34. Process application and background documents.</p>

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Action by:	Action:
	<ul style="list-style-type: none"> a. Verify or 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.
Regional Licensing Staff	<ul style="list-style-type: none"> 35. Receive background decision from BCU via email. 36. Follow Background Clearance steps. 37. Send results to private agency. 38. Change application status from “Applying” to “Recruiting”.
Private Agency Licensor	<ul style="list-style-type: none"> 39. Complete Kinship License requirements as outlined in the Required Documents for Child Placing Agencies – Kinship License. 40. Refer to DCYF LD WA CAP Upload Naming Convention when uploading into WA CAP. 41. When anyone moves into the home during the “Applying” phase: <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 or: c. Add children through “Edit Children in the Home” tab. <ul style="list-style-type: none"> i. Upload two “Date of 16th or 18th birthday (worker upload only)” Forms into “Documents” tab in WA CAP for all household children to include their 16th and 18th birthday. Note: This form is located on the DCYF Forms Drive and not in WA CAP. ii. 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. iii. If child is 17, Waive for “Date of 16th birthday” and upload for “Date of 18th birthday” d. Add adults through “Edit Application” tab. e. For Youth age 16 and 17 <ul style="list-style-type: none"> i. Follow background check process for CPA homes. ii. Notify RL Administrative Support f. For everyone age 18+ <ul style="list-style-type: none"> i. Follow background check process for CPA homes. 42. Notify LD Administrative Support
LD Administrative Support	<ul style="list-style-type: none"> 43. Follow background check steps.

Action by:	Action:
Regional Licensing Staff	44. Receive background decision from BCU via email. 45. Follow Background Clearance steps. 46. Send results to private agency.
Regional Licensor	47. Provide technical assistance to private agency licensor.

Step 3: Approval

The approval phase is how to now review and approve a license. The approval assessment process has not changed from current practice. The only change is the system functionality of approving a license.

Action by:	Action:
Private Agency Licensor	<p>Within 90 days of receiving background clearance notification:</p> <p>48. Complete licensing requirements as outlined in Required Documents for Child Placing Agency – Kinship License section.</p> <p>49. Select and complete the “Waive” option for all documents not required as outlined in the Required Documents for Child Placing Agencies – Kinship License.</p> <p>50. Refer to DCYF LD WA CAP Upload Naming Convention when uploading into WA CAP.</p> <p>51. Home Study draft will NOT be signed at this time.</p>
Private Agency Supervisor	<p>52. Review required documents Suggested method:</p> <ol style="list-style-type: none"> Click on Actions link associated with the family, then Documents 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>53. Review Home Study (DCYF 10-043).</p> <ol style="list-style-type: none"> Click on “Download Incomplete Form” Click on download button in top right corner (arrow with a line) For Save As Type, select pdf. Add comments if applicable <p>54. Review indicators in WA CAP.</p> <ol style="list-style-type: none"> Indicators are not thoroughly shown in the output report.

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Action by:	Action:
	<ul 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. Note: Do not edit. Comment on the pdf to indicate to Private Agency Licensors if additional information is needed. b. Verify indicators are assessed and mitigated in the home study. <p>55. Indicate if additional information is needed.</p>
Private Agency Licensors	<p>56. Revise documents if needed.</p> <p>57. Send a draft of the home study to the applicant(s) when completed.</p> <p>58. Move applicant(s) from “Recruiting” to “Applying” when all certification documents are ready to be reviewed by Regional Licensors.</p> <p>59. Notify Regional Licensors when the family is ready to “Apply”.</p>
Regional Licensors	<p>60. Review required documents.</p> <p>61. Review Home Study (DCYF 10-043).</p> <p>62. Notify Regional Licensors Supervisor documents are ready for review.</p> <ul style="list-style-type: none"> a. Indicate if revisions and/or additional information is needed.
Regional Licensors Supervisor	<p>63. Review required documents.</p> <p>64. Review Home Study (DCYF 10-043).</p> <p>65. Notify Regional Licensors that documents are ready to be updated by Private Agency Licensors.</p> <ul style="list-style-type: none"> a. Indicate if revisions and/or additional information is needed.
Regional Licensors	<p>66. Notify Private Agency Licensors if revisions and/or additional information is needed.</p> <p>67. Change status from Applying to Recruiting.</p>
Private Agency Licensors	<p>68. Revise and/or add requested information.</p> <p>69. Notify Regional Licensors that forms have been updated.</p> <p>70. Change status from Recruiting to Applying.</p>
Regional Licensors	<p>71. Review revised/final paperwork.</p> <p>72. Verify additional information was included, if applicable.</p> <p>73. Notify Regional Licensors Supervisor updated paperwork is ready for review.</p>

Action by:	Action:
Regional Licensor Supervisor	74. Review revised/final paperwork. 75. Notify Regional Licensor Home Study (DCYF 10-043) is ready to be signed by private agency licensor.
Regional Licensor	76. Notify private agency to sign Home Study (DCYF 10-043). 77. Verify Home Study (DCYF 10-043) is signed. 78. Notify Regional Licensor Supervisor to finalize approval.
Regional Licensor Supervisor	79. Change application status from “Applying” to “Approve” in “Change Application Status” tab. a. Remove the Initial License Tag in WA CAP, as applicable. Note: After approval, all families will automatically appear on the dashboard in the “Renewals” section under “Renewals Case Load”.
Regional Licensor	80. Notify private agency of approval.
Private Agency Licensor	81. 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.

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

Step 4: Withdraw

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

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Action by:	Action:
Private Agency Licensors	82. Determine if application needs to be withdrawn. 83. Notify Regional Licensors of a withdraw and include the reason and the effective date.
Regional Licensors	84. Update status from “Applying” to “Withdrawn/Closed Preapproval”.

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	<ol style="list-style-type: none"> 4. Determine if application needs to be withdrawn. 5. Select appropriate outcome in the “Home Study Information” section of the Home Study. <ol style="list-style-type: none"> a. Select “Not approved, application withdrawn” 6. Save Home Study (DCYF 10-043) as PDF or print the home study. 7. Sign home study. 8. Send signed home study to private agency supervisor for them to sign. 9. Upload signed home study in the “Supporting Documents” section in the “Documents” tab in WA CAP. <ol style="list-style-type: none"> a. Select “Withdrawn Home Study (Worker Upload Only)” 10. Notify Regional Licensors of a withdraw including an explanation of why and the effective date. 11. Include if the family has a home study uploaded in WA CAP.
Regional Licensors	12. 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 Licensors	<ol style="list-style-type: none"> 1. Review documents. 2. Staff with Regional Licensors Supervisor and LD CPA Administrator. 3. Determine if application needs to be denied. 4. Communicate denial decision with Private Agency Licensors, Private Agency Supervisor, and Regional Licensors Supervisor. 5. Follow existing LD denial policy and procedure. 6. Remove partner agency.