

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.

TRANSFER BETWEEN STATE AND CPA PROCESS MAP



Washington State Department of
CHILDREN, YOUTH & FAMILIES

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Approved for distribution by Jeanine Tacchini, Foster Care Licensing Senior Administrator



Washington State Department of
CHILDREN, YOUTH & FAMILIES

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Things to know when a licensed foster parent is getting a new license with the state or CPA during a renewal

- If a foster parent is licensed with a private agency and wants to license with the state, they would need to apply at least 120 days prior to their license expiration date. The same process would apply for foster parents licensed with the state that want to apply with a private agency.
 - This would give the licensor and foster parent(s) enough time to complete the new license process.
- If the FP isn't fully licensed before the expiration date of the current license,
 - the expiring license would be closed (this would create a break in service), but they would continue working to complete their new license **OR**
 - they could choose to complete the renewal and then license with the new agency.
- Licensors (private agency licensors and/or state licensors) would need to have a conversation with inquiring foster parents to ensure they understand the new license has to be issued prior to the current license expiration date.

Applied with the State and Decide to Apply with a Private Agency – NOT YET LICENSED

Note: Any documents completed prior to the transfer need to be completed and signed for them to transfer to the private agency. Any unfinished documents will not transfer.

Action by:	Action:
Applicant(s)	1. Contact private agency to communicate desire to be licensed with them.
Private Agency Licensors	2. Notify Regional Licensors about foster parent’s decision to apply with their private agency.
Regional Licensors	3. Search family in WA CAP to see who what Home Study Specialist is assigned to the family. 4. Contact Home Study Specialist to share foster parent’s decision. 5. Contact Regional Licensors Supervisor to make the change in WA CAP.
Regional Licensors Supervisor	6. Transfer application for the family. a. Click on Transfer Application tab at the top. b. Select which private agency the family is getting licensed through. c. Click on Transfer Application. 7. Add Partner Agency. a. Click on Edit Application. b. Assign Partner Agency. c. Assign family to Regional Licensors as “Approvals Worker Assigned”. d. Click Update Application. 8. Follow current FamLink procedures.
Private Agency Licensors	9. Ask applicant to update their application.
Applicant(s)	10. Update application. a. Go to Application forms. b. Update all information as needed. c. Under Household Information, add the name of the private agency who your getting licensed through. d. At the end, update Today’s Date.

TRANSFER BETWEEN STATE AND CPA PROCESS MAP

Action by:	Action:
Applicant/ Private Agency/RL	11. Follow the appropriate steps: <ol style="list-style-type: none"> a. CPA Foster License Process Map b. CPA Kinship License Process Map

Licensed With the State and Applying to a Private Agency

NOTE: If there is an open investigation (CPS or Non-CPS) during the license transfer, the family cannot transfer until the investigation has been resolved.

Action by:	Action:
Applicant(s)	12. Contact a private agency and communicate desire to be licensed.
Private Agency Licensor	13. Discuss with applicant the licensing process. 14. Request for applicant to sign the Authorization and Consent to Share Records (CPA Home) DCYF 15-824A . 15. Explain the primary applicant’s email needs to remain connected to the current WA CAP account for maintenance to continue while the family is transferring to the state. 16. If there are two applicant(s), if co-applicant has an existing email in WA CAP, <ol style="list-style-type: none"> a. Ask if applicant(s) wants co-applicant’s email removed or if they will be using a new email. b. If co-applicants’ email will be used for the new account, communicate to Regional Licensor. 17. Contact Regional Licensor and communicate family is switching to the private agency. <ol style="list-style-type: none"> a. Indicate if co-applicant’s email will be used for the new account. b. Indicate if other adult household members are in the home/on the property to have their email disconnected from the current WA CAP account.
Regional Licensor	18. Notify SAM licensor if co-applicant’s email needs to be removed.
State Licensor	19. Remove co-applicant’s email if needed.

TRANSFER BETWEEN STATE AND CPA PROCESS MAP

Action by:	Action:
Private Agency Licensor	<p>20. Intake family into WA CAP</p> <ol style="list-style-type: none"> If there is one applicant, use a new email not currently connected to a WA CAP account. If there are two applicants, use co-applicant’s email as the primary applicant or a new email that is not currently connected to a WA CAP account. The primary applicant email needs to be an email the applicant(s) want to receive all WA CAP communication. <p>21. Email State Licensor the ROI form signed by applicant, referenced in Step 2.</p>
Applicant(s)	<p>22. Applicant(s) will receive an automated email. A link will be provided to set a password and work on the application documents.</p> <p>23. Complete Home Study or Reassessment Application (DCYF 10-354)</p> <p>24. Complete Authorization and Consent to Share Records (CPA Home) (DCYF 15-824A)</p> <p>25. 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> <p>26. Upload valid government ID. 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>
State Licensor	<p>27. Email private agency licensor information pertaining to the applicant’s current license following the state’s protocol.</p>
Private Agency Licensor	<p>28. Follow the appropriate process map:</p> <ol style="list-style-type: none"> CPA Foster License Process Map CPA Kinship License Process Map
Regional Licensor Supervisor	<p>29. When ready to approve the new license, notify State Licensor to close the license in the state’s system.</p>
State Licensor	<p>30. Close license in the state’s system.</p>

TRANSFER BETWEEN STATE AND CPA PROCESS MAP

Action by:	Action:
	31. Notify the child’s caseworker of the transfer if children are placed. Notify Regional Licensor Supervisor of the closure.
Regional Licensor	32. Notify LD Administrative Support to launch new application under private agency.
LD Administrative Support	33. Launch a new application under private agency in the state’s system.
Regional Licensor	34. Launch approval and notify Regional Licensor Supervisor.
Regional Licensor Supervisor	35. Approve new license in WA CAP. 36. Once approved, email the WA CAP team, and request the merge of the two providers in WA CAP.