

KLS May Listening and Learning

Questions from May 27, 2025, Listening and Learning session.

Foster Care Room

Q: Are we required to follow up with references by phone or mail? If they complete the reference form in WA CAP, do we take what they say or have to follow up?

A: This answer will be incorporated into procedures.

Q: Some families have difficulty finding compliance agreements and safety plans. Are there tricks to locating these agency forms that we can tell families?

A: WA CAP resources are located on our website at [Support & Resources | Washington State Department of Children, Youth, and Families](#)- which you can share with caregivers, including how to access Compliance Agreements and Supervision Plans on page four of the [WA CAP FAQ Guide 2025](#).

Q: Are there any thoughts of putting some sort of waive selected forms in Binti to make waiving forms easier and less time-consuming?

A: WA CAP is launching (starting with Kinship) a new Binti functionality called “Add Additional Requirements,” which allows the worker to add forms (that are rarely needed) on a case-by-case basis instead of them always living on the documents page and needing to be waived. The “Add Additional Requirements” feature will be included on the Community Foster Care track in WA CAP on July 1, 2026, with the FC NRM launch.

Q: Where do we input the FamLink Provider number to link to WA CAP?

A: In WA CAP the provider number is called “Family ID.” There will be a glossary in the WA CAP user manual that will have definitions and terms. LD Administrative Support Team typically adds the provider number into WA CAP as a part of their job duties.

Q: Since kinship is taking ICPCs, will those forms go away in WA CAP on the foster tracks?

A: No, not at this time.



Washington State Department of
CHILDREN, YOUTH & FAMILIES

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Kinship Care Room

Q: When a family needs an update but also is up for renewal, are we doing both forms?

A: Renewals are a separate process from updates. We are hopeful that as you build relationships with your families, you will be more aware of when updates may be needed, and they won't be last-minute surprises. However, there will be a process included during Renewals and Amendments to consult the caseworker to assess if a home study update is needed.

When there will be an update and a renewal occurring closely together, staff these situations with your supervisor. There are times when you might be able to combine your home study update visit with your renewal visit, and then you would need to document two different pieces of work.

Q: Is the renewal done in person or via phone?

A: The renewal is done in person.

Q: So, with these updates, will this make the kinship home study process move a little faster?

A: The goal of the updates made to the Kinship licensing standards and forms was to streamline things and cut down on barriers for families; therefore, the process may move a little faster.

Q: Do any of these forms pull from any of the applicant forms or home study?

A: New Kinship forms do not source from applicant forms or the home study; however, applicant and demographic information may be pulled from the Binti model.

Q: Is the renewal assessment the same one we use to update a home study to include adoption?

A: No, the Kinship License Renewal Assessment form (DCYF 10-405D) is used for reassessments of kinship licenses. To update a kinship home study, you will complete the Kinship Home Study form (DCYF 10-018) or Kinship Home Study Update (DCYF 10-018B), as applicable.

Q: Will the WACs be more accessible to our families, similar to how the non-discrimination form is available in the portal?

A: The KLS project teamed up with Bloom Works to create a Kinship caregivers' "rules" website. The goal is to help kinship caregivers understand the legal requirements and rights of licensed kinship caregivers as it relates to the new WACs.

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Q: Can concrete goods be ordered during the monitoring visit time (once a year) as the child ages, or is it only done at the time of the initial license?

A: For kinship licenses, concrete goods can be accessed by licensors for kinship families to support the needs of the children or youth at any time! Most often, this would occur during an On-Site Monitoring Visit, Renewal, Amendment, Home Study Update, or Connecting Contact.

Q: Does the Health and Safety form have to be signed, and does the supervisor review the form?

A: The Kinship License Monitoring Visit (DCYF 10-416A) is signed by the licensor. Additional signatures and approvals of the form are not required. Completion of the document is monitored by the supervisor during monthly reviews/supervision/1 to 1s for any families that had an On-Site Monitoring Visit completed.

Q: For Monitoring Visits, how do we pick the required 10%? Is there a process if the case/provider load size changes during the year, and when does the 10% need to be done?

A: Homes are selected at random, and 10% is a statewide measure that is due by June 30 each year. It is common to aim for 12% individually to ensure the statewide measure is met. It can be monitored throughout the year, and if someone is "behind," they can do multiple visits in the 4th quarter, though this is not the recommended practice. There is an InfoFamLink report that can be run to track this throughout the year.

Q: Can we go out with the Child Welfare caseworker for the H&S?

A: Yes, if that is the caregiver's preference.

Q: For Licensing Support Agreements, is this not duplicative work in some sense since we do the provider action and will document info there?

A: The Kinship Licensing Support Agreement (DCYF 10-058) is an additional form that goes with the provider action. Since the caregiver does not get to review the provider action at any time, the form is your way of documenting the support and their agreement to participate in that support. Additionally, the Kinship Licensing Support Agreement (DCYF 10-058) is completed in WA CAP, not FamLink. Whereas the provider action is completed in FamLink, not WA CAP.

Q: Is the Licensing Support Agreement completed just with intakes that are screened in? Or screened out intakes as well?

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A: Licensing Support Agreements are only completed in response to an Intake we screen in, when it is determined that a rule has not been met, a Valid finding has been issued, **and** support is needed to help the family meet requirements again.

Q: Does a Provider Action close when the date of completion has been met or when the support plan is signed?

A: The Provider Action can be submitted to the supervisor for review when the resolution activities identified in the Licensing Support Agreement have been completed by the family.

Q: So will we not be doing Provider Actions in FamLink then?

A: For LD staff, we continue to complete the Provider Action in Famlink. The Licensing Support Agreement will be completed in WA CAP. We will provide additional guidance on this in the upcoming LD training.

Q: Is the Additional Requirements function available in both applying and renewals?

A: Yes, it is available in both Kinship Initial and Renewal tracks. It is also being used for Certified Respite and Expedited Kinship License tracks.

Q: If you need something that is not listed in the additional requirements, do you contact your regional licensor?

A: All forms that are completed in WA CAP will either be located on the Documents page or can be added with Add Additional Requirements. Forms that are not completed in WA CAP will be uploaded.

Q: Are the Additional Requirements on the File Checklist?

A: Forms live on the Documents page or in Add Additional Requirements (also on the Documents page). Add Additional Requirements (contingency) forms based on the circumstances are not on the File Checklist because they aren't required on the Kinship track. Supervisors can review/approve the file with the information available to them there. We can adjust the File Checklist in the future as needed.

Q: Just want to clarify. Any home studies that we're currently working on need to be submitted by June 2nd?

A: This is correct for any Kinship Home Studies or Reassessments being completed by CPA staff. LD staff must have their kinship work approved by June 27.

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Other/Miscellaneous Questions

Q: We get a lot of panicked families regarding the automated emails from WACAP, is there a way to address those when families are done with forms or should I send that feedback to the email?

A: The Kinship Automated emails are being updated to clearer language: "Please log in to the Washington Caregiver Application Portal (WA CAP) and finish any items that don't have a green check mark." Leadership may decide to make the same or similar changes to Foster in the future.

Q: Any chance with the changes coming, WACAP will be available for our Spanish community anytime soon?

A: WA CAP team has identified the known business needs for the kinship forms and languages. Those requests are already being worked on for any forms we have finalized. We will continue to translate additional forms as needed. We expect the requested forms and languages to be available at the same time as the release. WA CAP will work with Binti to develop WA CAP in Spanish in the future, once we have stabilized our forms and the process. It's challenging to translate a platform that continues to change!

Q: Can staff who are not here review this recording?

A: Yes, Listening and Learning sessions are recorded and posted to WSLC for DCYF staff and to [Child Placing Agencies | Washington State Department of Children, Youth, and Families](#) for our CPA partners.