

Washington Administrative Code (WAC) Requirements During COVID-19 Restrictions

This is intended to be a guide to assist regional licensors and the provider community in meeting the WAC/Policy requirements amid COVID-19 restrictions. Below is a list of commonly requested requirements the Department of Children, Youth, and Families (DCYF) Licensing Division (LD) has been issuing Waivers/Administrative Approvals for with some regularity. Please note, this is not an exhaustive list.

If a Waiver/Administrative Approval is necessary, providers will provide the required information to their regional licensor and the regional licensor will complete DCYF form 15-411. Once the regional licensor obtains all the appropriate signatures, they will return to the provider for filing. Please be aware that although there may be multiple items within the same Waiver/Administrative Approval, for group care there must be a separate form for each applicant and for foster care there must be a form for each applicant/s based on the name/s that will appear on the license.

If there is a WAC/Policy requirement not on this list that you are unable to meet due to COVID-19 restrictions, please make a request to your regional licensor and be prepared to provide the following information:

- WAC/Policy number
- Specific request
- Plan for ensuring the safety and well-being of residents
- Plan for returning to compliance once COVID-19 emergency ends

Group Care Administrative Approvals

- Online CPR/First Aid
 - WAC 110-145-1500
 - To: Within 30 days of COVID-19 restrictions being lifted
 - Specifics About the Request:
 - Ensure to include language indicating the online training must be accredited with nationally recognized standards.
 - Ensure to include language indicating in-person training must be completed within 30 days of COVID-19 restrictions being lifted.

Group Care Waivers

- Background clearances (completed by group care clearance team)
 - WAC 110-145-1325
- Ratios for BRS providers/most stringent (completed by contracts)
 - WAC 110-145-1480
- Preservice training
 - WAC 110-145-1490
 - To: 30 days from date of request
 - Specifics About the Request:
 - Ensure to include language indicating plan to obtain required hours within 30 days.
- Core training

- WAC 110-145-1490
- To: Within 30 days of COVID-19 restrictions being lifted
- Specifics About the Request:
 - Preferred: Ensure to include language indicating at least one staff will be on shift at all times with full core training certification.
 - Acceptable: Ensure to include language indicating plan for when manual restraint is necessary for safety (without full certification staff cannot perform manual restraints).
 - Ensure to include language indicating in-person training must be completed within 30 days of COVID-19 restrictions being lifted.
- TB test
 - WAC 110-145-1335
 - To: Within 30 days of COVID-19 restrictions being lifted
 - Specifics About the Request:
 - Ensure the agency verified with the applicant that they have never been diagnosed with TB; this language needs to be included in the waiver.
 - Ensure to include language indicating negative TB test results must be obtained within 30 days of COVID-19 restrictions being lifted.

CPA Administrative Approvals

- Online CPR/First Aid
 - WAC 110-147-1510
 - To: Within 60 days of COVID-19 restrictions being lifted
 - Specifics About the Request:
 - Ensure to include language indicating the online training must be accredited with nationally recognized standards.
 - Ensure to include language indicating in-person training must be completed within 60 days of COVID-19 restrictions being lifted.

CPA Waivers

- Background clearances
 - WAC 110-147-1325
 - To: 30 days after COVID-19 restrictions are lifted
 - Specifics About the Request:
 - Ensure to include language indicating applicant has passed a WSP background clearance as well as a CA/N check.
 - Ensure to include language indicating applicant must submit fingerprints within 30 days of COVID-19 restrictions being lifted.
- Preservice training
 - WAC 110-147-1500
 - To: 30 days from date of request
 - Specifics About the Request:
 - Ensure to include language indicating plan to obtain required hours within 30 days.

- TB test
 - WAC 110-147-1335
 - To: Within 30 days of COVID-19 restrictions being lifted
 - Specifics About the Request:
 - Ensure the agency verified with the applicant that they have never been diagnosed with TB; this language needs to be included in the waiver.
 - Ensure to include language indicating negative TB test results must be obtained within 30 days of COVID-19 restrictions being lifted.
- Virtual post-placement contact for adoption agency homes
 - WAC 110-147-1685 & WAC 110-147-1730
 - This requirement will be waived without a signed Waiver/AA form during COVID-19 restrictions.
 - Ensure to clearly indicate in your records that the contact was virtual.
- Virtual monthly H&S visits
 - WAC 110-147-1610
 - This requirement will be waived without a signed Waiver/AA form during COVID-19 restrictions.
 - Ensure to clearly indicate in your records that the contact was virtual.

CPA Foster Home Administrative Approvals

- Virtual foster home inspection
 - Policy 5110
 - To: Within 30 days of COVID-19 restrictions being lifted
 - Specifics About the Request:
 - Ensure to include language that in-person foster home inspection will be completed within 30 days of COVID-19 restrictions being lifted.
- Virtual applicant interviews
 - Policy 5110
 - This requirement will be waived without a signed Waiver/AA form during COVID-19 restrictions.
 - Ensure to clearly indicate in your records that the contact was virtual.
- Online CPR/First Aid for renewal cards after initial license
 - WAC 110-148-1320
 - To: Within 60 days of COVID-19 restrictions being lifted
 - Specifics About the Request:
 - Ensure to include language indicating the online training must be accredited with nationally recognized standards.
 - Ensure to include language indicating in-person training must be completed within 60 days of COVID-19 restrictions being lifted.
- Medical (case-by-case/use critical thinking)
- Policy 5110
 - To: 60 days after COVID-19 restrictions are lifted
 - Specifics About the Request:
 - Ensure to include language indicating how it was determined the applicant is physically able to care for children placed in out of home care.

- Ensure to include list of prescribed medications and indicate if this may impact their ability to care for children; if so, identify the plan for ensuring safety.
- Ensure to include language indicating applicant must submit a completed Applicant Medical Report (13-001) within 60 days of COVID-19 restrictions being lifted.

CPA Foster Home Waivers

- Online CPR/First Aid for **new** licenses
 - WAC 110-148-1375
 - To: 60 days after COVID-19 restrictions are lifted
 - Specifics About the Request:
 - Ensure to include language indicating the online training must be accredited with nationally recognized standards.
 - Ensure to include language indicating in-person training must be completed within 60 days of COVID-19 restrictions being lifted.
- Virtual interviews for adoption agency home studies
 - WAC 110-147-1695
 - This requirement will be waived without a signed Waiver/AA form during COVID-19 restrictions.
 - Ensure to clearly indicate in your records that the contact was virtual.
- Virtual foster home inspection for adoption agency home studies
 - WAC 110-147-1695
 - To: Within 30 days of COVID-19 restrictions being lifted
 - Specifics About the Request:
 - Ensure to include language that in-person foster home inspection will be completed within 30 days of COVID-19 restrictions being lifted.
- TB test
 - WAC 110-148-1320
 - To: Within 30 days of COVID-19 restrictions being lifted
 - Specifics About the Request:
 - Ensure the agency verified with the applicant that they have never been diagnosed with TB; this language needs to be included in the waiver.
 - Ensure to include language indicating negative TB test results must be obtained within 30 days of COVID-19 restrictions being lifted.
- Background clearances
 - WAC 110-148-1320
 - To: 30 days after COVID-19 restrictions are lifted
 - Specifics About the Request:
 - Ensure to include language indicating applicant has passed a WSP background clearance as well as a CA/N check.
 - Ensure to include language indicating applicant must submit fingerprints within 30 days of COVID-19 restrictions being lifted.