



**STATE OF WASHINGTON**  
**DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES**  
1500 Jefferson Street, SE • P.O. Box 40975 • Olympia WA 98504-0975

**Policy Memo**

March 11, 2025

**TO:** Adoption support consultants

**FROM:** Vickie Ybarra, Assistant Secretary of Partnership, Prevention, and Services Division

**SUBJECT:** Updates to the [Adoption Support](#) policy

**EFFECTIVE DATE:** March 11, 2025

**REVIEW DATE:** March 11, 2026

**Purpose**

The purpose of this memo is to notify adoption support consultants that specific costs and exceptional costs foster care are no longer allowed to be considered during the adoption support negotiation process.

The [Adoption Support](#) policy is currently in the process of being revised to align with current practice, but the following changes will take effect March 11, 2025.

**Policy**

Adoption support consultants must not:

- a. Allow exceptional costs for adoption support to be used for children that are above the [foster care maintenance payment](#).
- b. Include the following specific costs when negotiating adoption support monthly payments:
  - i. Child care expenses.
  - ii. Medical related expenses, per [WAC 110-80-0230](#).
  - iii. Exceptional costs foster care described in the Administrative Approval Request DCYF 05-210 form, per [Administrative Approvals](#) policy.

**Forms**

Administrative Approval Request DCYF 05-210 form (located on the DCYF forms repository)

**Questions**

If you have any questions, contact Lindsay Rajic, adoption support program manager,  
[Lindsay.rajic@dcyf.wa.gov](mailto:Lindsay.rajic@dcyf.wa.gov), 425-463-6974.

Cc: Brenda Villarreal

Cc: [DCYF Policy Team](#)