



## Program Policy

**Applies To:** This policy applies to Licensing Division (LD) child care employees.

**Chapter Number & Title:** 10 Licensing Division

**Policy Number & Title:** 10.2.12 Managing Family Home Capacity Waiver Requests

**Effective Date:** January 13, 2025

### Purpose

The purpose of this policy is to provide guidance to LD child care employees on how to manage requests for family home capacity waivers.

### Authority

[Chapter 43-216 RCW](#)  
[WAC 110-300-0358](#)

Department of Children, Youth, and Families  
Capacity waiver for family home providers

### Policy

LD child care employees managing family home waiver requests:

1. Must:
  - a. Verify the family home:
    - i. Capacity waiver application materials are complete.
    - ii. Providers meet the requirements outlined in [WAC 110-300-0358](#).
  - b. Approve or deny family home capacity waiver requests.
  - c. Not approve family home capacity waiver requests retroactively.
2. May rescind a family home capacity waiver as outlined in [WAC 110-300-0358](#).

**Original Date:** February 1, 2022

**Revised Date:** January 13, 2025

**Review Date:** January 31, 2029

**Approved by:** Ruben Reeves, Assistant Secretary of Licensing Division