



**STATE OF WASHINGTON**  
**DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES**

1500 Jefferson Street, SE, P.O. Box 40975, Olympia WA 98504-0975

December 17, 2024

Washington Association of Juvenile Court Administrators  
C/O Sondra Hahn  
Washington State Administrative Office of The Courts  
P.O. Box 41170  
Olympia, WA 98504-1170

**Re: Safe and Appropriate Discharge from Juvenile Court MOU**

Effective January 1, 2025 DCYF will be moving forward with the commitments that we agreed to in the draft "Safe and Appropriate Discharge from Juvenile Courts" Memorandum of Understanding (MOU). A practice memo with the procedures has gone out to all staff in the Child Welfare Division.

The memo to DCYF staff provides guidance on how DCYF screens intakes on youth who are in juvenile court custody and are ready for discharge when parents or guardians are unwilling to pick them up and there is no allegation of child abuse or neglect. Our actions following the intake process are guided by our commitment to make DCYF agency resources available to assist juvenile courts and families, while working within the constraints of our statutory authority to respond to child abuse and neglect. This guidance will ensure statewide consistency in how DCYF responds when contacted by juvenile courts.

DCYF will continue to reach out to juvenile courts statewide in an effort to collaborate in support of children, youth, and families in the juvenile justice system. Our hope is to engage with families together in a way that connects them with needed community support to ensure they are able to meet the needs of their youth.

Should you have any questions or concerns you may contact Jennifer Personius, Systems of Care Administrator, by phone at (425) 691-0323 or via email at [jennifer.personius@dcyf.wa.gov](mailto:jennifer.personius@dcyf.wa.gov)

Sincerely,

Ross Hunter, Secretary  
Department of Children, Youth, and Families