Overcapacity Tip Sheet

General Guidance

An overcapacity is required anytime a licensed foster home or kinship caregiver takes placement or respite of a dependent child that is outside of their license age range or capacity.

Foster Care Licensing WAC 110-148
WAC 110-148-1385: How do you decide the capacity for my home?

WAC 110-148-1390: Can I accept children outside the limitations of my license?

Kinship Care Licensing WAC 110-149
WAC 110-149-0050: Accepting placements of additional children or youth.

WAC 110-149-0100: Providing kinship respite care in licensed kinship homes.

Collecting Information and Documentation

When a family needs an overcapacity to allow for an additional placement or for respite, the CPA staff will collect the following information before the placement or respite occurs:

- License capacity/age & vacancy.
- All minor children or youth in the home.
- Name /age of child(ren) to be placed.
- Any children or youth identified as SAY/PAAY.
    - Verify all caregivers have completed the required training as outlined in:
        - Sexually Aggressive Youth.
        - Physically Assaultive/Aggressive Youth.
- Any children or youth supervision plans.
- Sleeping arrangements:
- Verifies that all children or youth in care have their own bed with bedding that meets the WAC.
- Review and update the Emergency Evacuation Plan and Floor Plan to document necessary changes to the evacuation plan and bedroom arrangements.

- If family is planning to care for infants, follow Infant Safety Education and Intervention:
    - Discusses “Period of PURPLE Crying,” Safe Sleep practices.
    - Completes assessment of sleeping environment.
    - Verifies Pertussis immunization, including all members of the household.
- Verifies completion of the Infant Safety Agreement DCYF 15-821.
    - Consider safety measures such as storage of toxic materials, baby gates, and ensure the bedroom is within hearing distance.
- Consult with caseworker for child being placed in the home and receive written approval for the overcapacity.
- Consult with the caseworker or caseworker supervisor for every child placed in the home and obtain written approval for any additional placements or respite.
- Work with the child's team to determine the appropriate long-term placement plan or to modify the license before the overcapacity expires. Overcapacity requests are intended to be issued on a short-term basis.

Requesting and Approving Overcapacity

Overcapacity for Respite

CPA staff will complete the overcapacity form in partnership with the case worker and/or DCYF Placement Desk. Once the form is complete, the CPA licensor, CPA supervisor, caseworker, and caseworker supervisor will sign and then submit to the regional licensor.

- Overcapacity/Age/Gender Administrative Approval DCYF 15-349
- Kinship License Overcapacity DCYF 15-349a

Overcapacity for Placement

CPA staff will ensure all required information and documentation, including Child Welfare written approval, is included in the request. Foster care requests can be submitted via email or by using form DCYF 15-349. For kinship overcapacity requests for placement, DCYF 15-349a must be used.

Approving

- Regional Licensor can approve the overcapacity for one child outside of the licensed capacity (this includes number of children and age range).

- Regional Licensor Supervisor will approve two children outside of the licensed capacity.
- Licensing Division Area Administrator signature is needed to approve three children outside of the licensed capacity OR if it's to request a total of three children under the age of two for placement in the home.

Considerations and Guidance

- If an overcapacity placement is made after hours, ensure CPA staff notify the regional licensor on the next business day.
- If the home is on "no referral," the overcapacity should be denied.
- Verify if a licensing investigation/ licensing review is currently pending to determine if the home is suitable for additional placements.
- The overcapacity should be denied if there is an open CPS investigation.
- There should be no more than four children with physical/intellectual disabilities.
- There should be no more than three medically fragile children.
- Consider the behaviors/needs of the child to be placed, bio/ adopted children, or other children placed in the home.
- Consider foster parent(s) skills, abilities, and resources including:
    - Appropriate transportation
    - Childcare
    - Relevant training
- Placement of three children under age two should be rare and short-term.
- Assess storage of alcohol/marijuana and other potential safety concerns when placing a teen in a home licensed for young kids.
- CPA is to monitor the overcapacity expiration date. CPA should ensure any needed license modifications are approved before the overcapacity expires.