



**STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
CHILDREN'S ADMINISTRATION**

1115 Washington St. SE OB2 • PO Box 45700 • Olympia WA 98504-5700
(360) 902-7999 • TDD (360) 902-7906 • FAX (360) 902-7588

September 19, 2010

TO: Regional Administrators
Deputy Regional Administrators
DCFS Area Administrators
Administrator, Licensed Resources
Area Administrators, Licensed Resources
Regional Implementation Coordinators
Children's Administration Staff

FROM: Becky Smith, Acting Director
Field Operations, Children's Administration

SUBJECT: UPDATE TO VOLUNTARY PLACEMENT AGREEMENT (VPA) POLICY

Effective September 19, 2011 Children's Administration will increase the number of days a Voluntary Placement Agreement (VPA) may be used from a maximum of seven (7) calendar days, to a **maximum of 30 calendar days**. The circumstance under which a VPA may be used remains the same. VPA's must be time-limited and approved as part of a short-term placement plan for children when in-home services cannot control the identified safety threat.

The VPA **approval process has also changed**. VPAs may be approved by a supervisor for up to seven (7) calendar days. VPAs beyond seven calendar days, up to a maximum of 30 calendar days, must be approved by the Regional Administrator or designee.

This change supports the field by allowing more time to gather information and determine if an out-of-home placement using a VPA will address all of the identified child safety threats in the home. The updated policy and supporting documents are now available on the [CA Intranet](#) home page under policy updates.

If you have any questions regarding this policy change, please contact your Regional Implementation Manager.