



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

July 1, 2022

To: Debbie Dolgash, Webmaster
From: Rules and Policies Administrator
Subject: Child Welfare Policies Archive
Approval Date: July 1, 2022

Child Welfare Policies and Procedures Manual Policy Number & Title	Reason for the Policy Sunset
4221. Family-Focused Assessments	Replaced with 1140. Family Assessment
4222. Community Informed Decision-Making	Replaced with 1140. Family Assessment
4223. Culturally Appropriate Assessment	Replaced with 1150. Case Plan, 1710 Shared Planning Meetings, and 4310. Transitioning Youth for Successful Adulthood.
4224. Initial Assessment	Replaced with 3000. Family Voluntary Services
4240. Assessment for Transferred Cases	No longer needed.
43068. Indian Children	Replaced with the Indian Child Welfare Policies and Procedures 10. Local Indian Child Welfare Advisory Committees
4515. Family Home Support Services	No longer needed.
4516. Health Services for Mothers and Children	Replaced with 4517. Health Care Services for Children Placed in Out-of-Home Care
4523. Housing	Replaced with 1140. Family Assessment and 4310. Transitioning Youth for Successful Adulthood
4532. Therapeutic or Treatment Foster Care	Replaced with 4533. Behavior Rehabilitation Services
4600. Case Review	No longer needed.
4630. Periodic Case Review	Replaced with 43091. Court Report and 3100. Family Reconciliation Services
4640. Court Review Hearings	Replaced with 43091. Court Report
4680. LICWAC Review	Replaced with the Indian Child Welfare Policies and Procedures 10. Local Indian Child Welfare Advisory Committees
4700. Case Resolution/Closure	Replaced with 2331. Child Protective Services (CPS) Investigation, 3100. Family Reconciliation Services, and 4730. Court and/or Placement Cases

6400. Adverse or Negative Action on a Domestic Violence Perpetrator Treatment	No longer needed.
---	-------------------

Policy Text

4221. Family-Focused Assessments

The child welfare caseworker must complete a full family-focused case assessment to identify family strengths and problems. The assessment includes multi-family groupings; e.g., the family home from which the child was removed as well as the home of another parent. RCW 74.14A.020

4222. Community-Informed Decision-Making

The CWS assessment focuses first on identifying family resources or services within the community, which can be utilized to safely maintain a child in their home and community. The child welfare caseworker identifies services that may be needed in the future through coordination with the family and other relevant community agencies.

4223. Culturally Appropriate Assessment

Culturally sensitive assessment means viewing the family from its own perspective, cultural context and values. The family, the extended family, and the community must be encouraged to identify their own solutions to mitigate the need for services.

4224. Initial Assessment

The FVS caseworker's initial assessment includes:

1. For youth missing from care that are referred by overnight shelters the caseworker must:
 - a. Notify Law Enforcement of youth's whereabouts per [Practice and Procedures Guide 4550 Children Missing from Care](#)
 - b. Notify the youth's parents that a report has been received and the youth is currently safe and off the streets within 24 hours,
 - c. Inform parents of services designed to resolve the conflict and accomplish reunification of the family.
 - d. Make contact by telephone or other reasonable means.
2. For cases involving sexually exploited youth as defined in Appendix A, the FRS caseworker must refer the youth and family to available services through the Office of Crime Victims Advocacy. The FRS caseworker must explore filing a CHINS petition if applicable.
3. Identification of family needs and strengths.
4. Determining who is or may be legally responsible for the child, including presumed and alleged genetic parents.
5. Clarifying the presenting problems and resolutions expected.
6. Obtaining the family and child's own description of the situation and family's recommendations for how to solve the problem.
7. Reviewing family history, including such factors as ethnic and cultural heritage, family and community resources, emotional/social support systems, medical histories, family dynamics, educational backgrounds of parents and children, work histories/employment

- stability, availability of financial resources (TANF, public housing, Supplemental Security Income [SSI], Social Security, Veterans Administration benefits), and family mobility.
8. When the caseworker or CHET Screening Specialist identifies a child birth to three years old with a concern about the child's developmental delays, a referral will be made to a Lead Family Resources Coordinator with the Early Support for Infants and Toddlers (ESIT).
 - a. Referrals are made by contacting the local ESIT Lead Family Resource Coordinator or through the ESIT web site.
 - b. The referral must also be discussed with the child's parents or caregivers. The parents or caregivers should also be informed that services from ESIT are free. This service is required for children in out-of-home placement.
 - c. The referral must be made no more than two working days after a concern has been identified. The family may request that the referral timeline be extended beyond two days. This request must be documented.
 - d. At the time of the pre passport staffing, or earlier if appropriate, the assigned caseworker should be notified that a referral was made on behalf of the child. Document this in the pre passport Action Plan under the Developmental Domain for the child.
 9. Reviewing available case records, previous service/placement history, and response to previous services.
 10. Making collateral contacts necessary to complete assessment.
 11. Consultation with supervisor as needed.
 12. Determine Indian child status.
 13. The caseworker must determine ethnic status of family members, complete the [Indian Identity Request DCYF 09-761](#) form, and determine whether any family members are of Limited English Proficiency (LEP) or are persons of sensory impairment. Interpreter services will be provided as needed by the family. All services subsequent to intake will also utilize interpreter services as needed.

4240. Assessment for Transferred Cases

The newly assigned CWS caseworker reviews the assessments completed by CPS, FRS, or another CWS unit upon case assignment.

43068. Indian Children

1. Permanency Planning Case Staffing-If the child is identified as an "Indian child" per Appendix A, and is required to have a LICWAC staffing the child must have a Local Indian Child Welfare Advisory Committee (LICWAC) staffing to establish a permanency goal no later than 60 days from the original placement date. (Follow Indian Child Welfare Chapter 10: LICWAC policies and procedures)
2. Active Efforts-If the federal and state Indian Child Welfare Act (ICWA) protects the child, the caseworker must continue active efforts toward reunification with the child's parents or Indian custodian, if any, until the court terminates parental rights. See Appendix A for the definition of "Indian Child."
3. Compelling Reasons-The fact that the Tribal/State agreement defines the child as Indian and the child's involved tribe does not concur with the filing of the petition or with adoption as the permanency plan for this child may be a compelling reason not to file a termination of parental rights petition. Compelling reasons not to file a termination petition must be made on a case by case basis considering the individual circumstances of the child and family

4. Termination of Parental Rights of an Indian child
 - a. Special procedures apply when handling the voluntary or involuntary termination of an Indian child. The caseworker must refer to Indian Child Welfare policies and procedures.
 - b. Petitions for voluntary termination of parental rights may not be initiated for an unborn Indian child. The hearing on the petitions for relinquishment or termination cannot occur until at least 10 days after the birth of the child or the parent's signing the consent to adoption.

4515. Family Home Support Services

Service Definition

1. Family Home Support Services (FHSS) provides supportive, culturally appropriate, in-home, skill-building services in partnership with DCFS client families. Services are provided as part of a comprehensive case plan to clients of DCFS. Services may be offered on weekends and beyond normal working hours. Overnight service may be provided in emergent cases where all other appropriate placement options have been determined to be inappropriate.
2. Services provided by Home Support Specialists (HSS) include:
 - a. Teaching and demonstrating basic physical and emotional care of children, including child development and developmentally appropriate child discipline.
 - b. Teaching homemaking and other life skills, including housekeeping, economical shopping, nutrition and food preparation, personal hygiene, financial budgeting, time management and home organization, with consideration given to the family's cultural environment.
 - c. Helping families obtain basic needs. Networking families with appropriate supportive community resources; e.g., housing, clothing and food banks, health care services, and educational and employment services.
 - d. Providing emotional support to families and building self-esteem in family members; aiding family members in developing appropriate interpersonal and social skills.
 - e. Providing client transportation/supervision of visits on a time-limited basis.
 - f. Observing family functioning, assisting the social worker in identifying family strengths as well as areas needing intervention or remediation, reporting to the social worker on the family's progress in skill-building, family functioning and other areas defined in the case plan.
 - g. Providing individual care services, including child care and household management on an emergent, time-limited basis when necessary to maintain a family that is in crisis.
3. FHSS is not intended to provide long-term maintenance for a family, is not a housekeeping service, and is not interchangeable with CHORE Services. Requests for on-going or repetitive child care or household maintenance are not appropriate for FHSS.

Eligibility

The following criteria determine eligibility, contingent upon available funding, for FHSS:

1. The family must be a current DCFS client.
2. The case plan must document the need for teaching, skill-building, or community networking.

3. Alternatively, an emergent need exists in which the temporary use of an HSS will prevent out-of-home placement. Such situations include:
 - a. The temporary absence or incapacity of the primary caretaker, when it is anticipated that other suitable substitute care will be found within 72 hours.
 - b. The one-time provision of household chores when the condition of the home may necessitate out-of-home placement.
4. Families with adolescents are eligible for this service.

Procedures for Access

1. The social worker initiates the referral and gives it to the FHSS supervisor/coordinator. Referrals for FHSS shall list specific areas for HSS intervention with a family.
2. The FHSS supervisor/coordinator evaluates the request for service eligibility and determines priority for service within available full time equivalent (FTE) staff resources.
3. The FHSS supervisor/coordinator gives service priority to cases where the service is in support of time-limited objectives to improve family functioning or to maintain a family in crisis. Priority cases have one or more of the following characteristics:
 - a. There is high risk of out-of-home placement and indication that HSS intervention will reduce that risk. This may include planned skill-building services or emergent, one-time provision of household chores, material resources, or child care, including overnight services. The purpose is to maintain a family having a crisis.
 - b. There is probability of continued out-of-home placement and indication that HSS intervention will enhance family reunification.
 - c. There is need to provide supportive services to a family when a child returns home from out-of-home placement.
 - d. There is need to provide support services to foster parents or relative care providers in order to stabilize and maintain placement.
4. Except in case of emergency provision of service, the social worker initiates a case planning staffing with the HSS and other appropriate individuals prior to initiation of services to set FHSS service planning goals and expectations and to discuss any issues the HSS should be aware of in dealing with the family. The social worker informs the HSS of any known or suspected issues affecting personal safety prior to contact with the family.
5. On-going case consultation between the HSS and the assigned social worker shall occur on a regular basis. As part of regular supervisory conferences, review of the need for continued FHSS shall occur.

4516. Health Services for Mothers and Children

Service Definition

1. Services available to detect risk factors that might affect the health or growth of the baby early in the pregnancy. Health related services designed to assist parents with infants and young children. Programs offering health screening, assessment, and treatment for children. Health services provided through the Early and Periodic Diagnosis and Treatment (EPSDT) or Healthy Kids Program and Women, Infants, and Children (WIC) program.
2. DCFS also contracts with local health departments to provide public health nursing services in-home for families who need them.

Eligibility

Parents with infants and young children who are eligible for the Medicaid program are generally eligible for Healthy Kids services. The family's social worker determines eligibility for DCFS contracted public health services.

4523. Housing

Service Definition

Services to assist an individual or family obtain housing. Services consist of information and referral, coordination, advocacy, and case management to assist clients with housing needs. Contracted Independent Living Skills (ILS) programs for adolescents are available to assist youth emancipating from foster care with counseling regarding the location of housing.

Eligibility

DCFS clients with either no housing or inadequate housing are eligible for the service. Homeless youth may be eligible for out-of-home care services through DCFS when they have been determined eligible for placement following a CWS assessment. CPS referrals are not accepted on a family if the only reason for the referral is homelessness.

Procedures for Access

1. The social worker works with a family to obtain housing through referrals to the CSO and, in emergencies, through direct referral to emergency shelter programs in the local communities. EMFS can provide the social worker with information on how to assist clients who need to apply for available publicly funded housing through the federal Section 8 or other programs, including those operated through the state Department of Trade, Community, and Economic Development (CTED).
2. In accordance with regional procedures, the social worker refers adolescents emancipating from foster care to regionally contracted ILS programs for education and counseling regarding housing needs.
3. For placement in out-of-home care for children, the social worker follows procedures outlined in this chapter.

Other Sources

1. Many communities provide shelter programs for youth with funding through the Runaway Youth Act for runaways.
2. Housing advocacy/case management are often provided through the RSN for clients with a mental illness.

4600. Case Review

General Information

1. All case plans are reviewed at regular intervals in an effort to ensure that case management for the family is comprehensive in scope, that children receive proper care, and that permanency plans are accomplished in a timely manner. Social workers need to be familiar with case review requirements for different types of case situations.

2. Case review requirements may differ depending upon the following or other factors:
 - a. Whether the case originated in CPS, FRS, or CWS.
 - b. Whether children are in an in-home or out-of-home care situation.
 - c. Whether there is court involvement.
 - d. Whether the child is a Native American/Alaskan Native child.
 - e. Whether the child is in a rehabilitative service placement.
 - f. Whether the case plan specifies adoption as the permanency plan.

4630. Periodic Case Review

Legal Requirements

1. Federal law requires that each child in out-of-home care have a full case review at least every six months from the beginning date of the placement episode. This may be accomplished in a full court review hearing or through an administrative review.
2. State law requires that the case of every dependent child be reviewed by the juvenile court every six months from the date of the establishment of dependency or the date of the placement of the child, whichever comes first. Placement is limited to 90 days for children who are in placement as a result of an Child in Need of Services (CHINS) Disposition hearing.
3. Other types of court hearings or internal staffing may sometimes meet federal requirements for periodic review if:
 - a. Parent(s) of the child have been invited to the review or staffing.
 - b. One person on the reviewing body is not directly responsible for developing and implementing the case plan.
 - c. The review addresses the content of the periodic review.

Content of Periodic Reviews

1. Periodic reviews cover the entire case plan and focus on child safety.
2. They shall include a review of:
 - a. The safety threats which necessitated placement.
 - b. Need or reason for the child's continued placement.
 - c. The report to the court, Case Plan and Comprehensive Family Evaluation.
 - d. The appropriateness of the type of placement and the permanent plan.
 - e. Parental progress with the case plan and progress toward permanency.
 - f. The projected date that the permanent plan will be completed.
 - g. Whether parents and children 12 years and older have been notified or involved in agency decision-making especially as it relates to changes in family time and sibling visitation, placement, and the child's legal status.

4640. Court Review Hearings

Court review hearings must be held every six months from the date of placement or establishment of dependency, whichever comes first. Six month reviews continue to occur as long as the child remains dependent or until a dependency guardianship has been established.

4680. LICWAC Review

For procedures regarding review of Indian children in placement, the caseworker follows Indian Child Welfare Chapter 7 policies and procedures.

4700. Case Resolution/Closure

General

1. CPS investigations must be completed within 90 days of the date of referral.
2. FRS episodes of service are concluded within 90 days of the date of referral.
3. CWS episodes of service are concluded according to the following guidelines:
 1. The social worker closes cases open without court action if the supervisor does not provide written approval every 90 days to keep the case open.

6400. Adverse or Negative Action on a Domestic Violence Perpetrator Treatment

Approval: Jennifer Strus, Assistant Secretary

Original Date: August 1, 2016

Review Date: August 1, 2020

Purpose

Establish a timeline by which an administrative hearing can be requested after Children's Administration (CA) issues an adverse or negative action to a domestic violence perpetrator treatment (DVPT) program.

Scope

This policy applies to CA staff who manage certification of DVPT programs.

Laws

[RCW 26.50.150](#)

Policy

1. CA has jurisdiction over all Washington state DVPT programs that request certification/recertification. [WAC 388-60-0035](#).
2. CA has jurisdiction over complaints alleging a certified DVPT program has acted in a way that places victims at risk; or (b) failed to follow the standards in [WAC 388-60](#). [WAC 388-0625](#); [388-60-0645](#).
3. If a DVPT program does not meet the standards for certification or recertification, CA must provide the program with notice of the right to an administrative hearing if certification is denied. [WAC 388-60-0485](#).
4. If CA revokes or suspends a DVPT program's certification, issues a written warning, or imposes corrective action, CA must provide the program with notice of the right to an administrative hearing. [WAC 388-60-0725](#).
5. If CA takes adverse or negative action on a DVPT program, CA must notify the program that it has 30 calendar days from the date the notice is received or personally served on the program to request a hearing from the Office of Administrative Hearings. The notice shall include the filing process and timeframes. [WAC 388-02](#).

Procedures

1. If CA takes adverse or negative action on a DVPT program, CA will send written notification by certified restricted mail/return receipt requested.
2. If service by certified mail is unsuccessful, CA will attempt personal service of the notification, and document on a Declaration of Personal Service. The DVPT program has 30 calendar days from the certified mail return receipt or personal service date, to request an administrative hearing. The first day of the 30-day count begins the day after the service date and ends on the 30th day thereafter.