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

Policy Memo

July 1, 2025

TO: Child Welfare (CW) caseworkers and Licensing Division (LD) workers.

FROM: Natalie Green, Assistant Secretary of Child Welfare Division
Ruben Reeves, Assistant Secretary of Licensing Division
Vickie Ybarra, Assistant Secretary of Partnerships, Prevention, and Services Division

SUBJECT: 4510. Respite for Licensed Foster Parents, Unlicensed Relative Caregivers and Other Suitable Persons policy

EFFECTIVE DATE: July 1, 2025

REVIEW DATE: July 1, 2026

Purpose

The purpose of this memo is to provide guidance to CW caseworkers and LD workers on assisting licensed kinship caregivers receive respite.

Policy

The requirements regarding licensed kinship caregivers in the Respite for Licensed Foster Parents, Unlicensed Relative Caregivers and Other Suitable Persons policy are no longer in effect, as that information has been moved to the new Kinship Respite Care policy.

The Respite for Licensed Foster Parents, Unlicensed Relative Caregivers and Other Suitable Persons policy is in the process of being updated to remove the requirements for licensed kinship caregiver respite.

All other requirements in this policy remain in effect. This memo will be in effect starting July 1, 2025, until the policy revisions are completed. During this interim, CW caseworkers and LD workers must follow this memo, that directs employees to the new LD Kinship Respite Care policy when assisting licensed kinship caregivers receiving respite.

Resources

Child Welfare Respite for Licensed Foster Parents, Unlicensed Relative Caregivers and Other Suitable Persons policy
Licensing Division Kinship Respite Care policy

Questions

If you have any questions, please contact:

- Tori Harris, Placement Stability Program Manager, Tori.Harris@dcyf.wa.gov or (509) 724-7377
- Kyler McGee, Foster Care Program Manager, Kyler.McGee@dcyf.wa.gov or (253) 290-9317

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DCYF Policy Team