



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

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April 2, 2021

To: All staff in Field Operations (FO) and Licensing Division (LD)  
From: Kwesi Booker, Assistant Secretary, Field Operations  
Luba Bezborodnikova, Assistant Secretary, Licensing Division

Re: Re-referrals on Partially Completed Home Studies for Kinship caregivers

Partially completed home studies are written by Licensing Division when a placement recommendation is unable to be made pending the outcome of services or other outstanding requirements needed to complete the recommendation.

Please see below an agreement between the Assistant Secretaries for the respective divisions, and an expectation for the staff in those divisions regarding re-referrals on partially completed home study assessments for Kinship caregivers:

1. In order for LD to reassign an application for a partially completed home study, the applicant would provide background authorization forms (BAFs) for all household members age 16 or over, unless background checks were previously completed, and previously missing documentation (medical statement, proof of auto insurance, assessment outcome, proof of service completion, etc.) as outlined in the Evaluation section of the home study. If backgrounds were completed, FO would submit all summaries of household members when forwarding the application to LD. A copy of the previous application may be used if the information has not changed and the applicant has re-dated and signed acknowledging the information is accurate. The applicant will give the application packet to the child's caseworker and then the child's caseworker will forward to LD.
2. A meeting between the assigned FO worker, FO Supervisor, previously assigned LD staff and LD supervisor may be held, prior to reassignment if clarification is needed on the required documents.
3. The following does not need to be re-submitted when a re-application is received within 12 months of the partially completed home study date:

Licensing Applications-

- a. Medical Report Form DCYF 13-001
- b. References DCYF 15-286
- c. Emergency Evacuation Plan DCYF 16-204
- d. Financial Worksheet DCYF 14-452
- e. Verification of Indian Status DSHS 15-128
- f. Personal Information

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- g. Adult child interviews
- h. TB Test
- i. Well Test

Unlicensed Applications-

- a. Medical Report Form DCYF 13-001
  - b. References DCYF 15-286
  - c. Emergency Evacuation Plan DCYF 16-204
  - d. Financial Worksheet DCYF 14-452
  - e. Personal Information
  - f. Adult Child Interviews
  - g. Verification of Indian Status DCYF 15-128
4. The re-referral packet will go directly to the assigning supervisor. Relative and kinship applications will not need to go through Caregiver Engagement Unit (CEU) for Regions 1 and 2.

This MEMO recognizes that LD has the statutory authority to assess the general abilities for caregivers to provide care and make decisions on denial or approval of home studies, and FO has the statutory authority to make placement decisions. It also recognizes there is due process for caregivers being licensed.



Luba Bezborodnikova  
Assistant Secretary  
Licensing Division



Kwesi Booker  
Assistant Secretary  
Division of Field Operations