



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**  
LICENSING DIVISION

**Memorandum of Understanding**

**TO:** Foster Care Licensing Staff and LD/CPS Staff

**FROM:** Pamela McKeown, Senior Foster Care Administrator  
Ron Effland, Senior LD CPS/SAM Administrator

**SUBJECT:** Exception to Policy 5120 and Policy 5130 – No Referral Process  
Addition of new form letters 10-801 (Notice of No Referral Status) and 10-800 (Notice of Lifted/Rescinded No Referral Status)

Due to Executive Leadership’s decision that Licensing Division is now the decision maker for placing homes and facilities into a No Referral status, we are updating Policy 5120 (13) and 5130 (14).

Foster Care Licensing and LD/CPS will still follow the appropriate policies – 5120 (13) and 5130 (14) as they are outlined in the attached policy/procedure documents.

Processes outlined in Policy 5120 and Policy 5130 also specify the steps for lifting or rescinding a No Referral status. As such, only minor changes have been made.

In addition, letter templates are now available on the Forms Picker for “Notice of No Referral Status, DCYF 10-801” as well as “Notice of Lifted/Rescinded No Referral Status, DCYF 10-800.” Links for these letters will be embedded into Policy 5120 and Policy 5130 as soon as they are approved. The wording will also be updated on our website as soon as possible, following approval. See policies attached.

Forms

[Notice of No Referral Status DCYF 10-801](#)

[Notice of Lifted/Rescinded No Referral Status DCYF 10-800](#)

If you have any questions, please contact Pam McKeown or Ron Effland.



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

Original Date: April 1, 2020 | End or Review Date: TBD

Division: Licensing | Approved for distribution by Pamela McKeown and Ron Effland