



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

**Policy Memo**

May 30, 2024

**TO:** Licensing Division (LD) employees

**FROM:** Ruben Reeves, Assistant Secretary of LD

**SUBJECT:** Update to Change to the [5150. Licensing Investigations](#) policy

**EFFECTIVE DATE:** June 5, 2024

**REVIEW DATE:** June 5, 2025

**Purpose:**

This memo replaces the Change to the 5150. Licensing Investigations memo dated June 5, 2024.

The purpose of this policy memo is to provide guidance on the new licensing complaint investigation requirements for licensed kinship caregivers when allegations do not involve alleged child abuse or neglect. Non-CPS Licensing Investigations will now be discontinued on licensed kinship caregiver homes.

**Policy**

1. LD Safety and Monitoring (SAM) and Child Protective Services (CPS) investigators must use the same investigation standards for licensed kinship caregivers as used for unlicensed kinship caregivers.
2. LD SAM workers and Regional Licensors must:
  - a. Not investigate non-Child Protective Services (CPS) licensing complaints on licensed kinship caregiver homes.
  - b. Complete all provider actions for non-CPS complaint intakes as “Screen Out” and assess for needed supports.
3. LD CPS investigators must continue to investigate intakes received on a kinship caregiver home that involve alleged child abuse or neglect.

**Resources**

[4519 Concrete Goods DCYF policy](#)

Procedure Guide (located on the DCYF intranet, SharePoint, Licensing, LD Practice and Policy Memos, and SAM Licensing)

[The Alliance for Professional Development, Training, and Caregiver Excellence](#)

[WAC 110-148 Licensing Requirements for Child Foster Homes](#)

## **Questions**

If you have any questions, contact:

Kyler McGee, Foster Care Policy Program Manager, [kyler.mcgee@dcyf.wa.gov](mailto:kyler.mcgee@dcyf.wa.gov), (253) 290-9317

Joelle Leisure, Regional Licensing Policy Program, [joelle.leisure@dcyf.wa.gov](mailto:joelle.leisure@dcyf.wa.gov), (253) 533-0045

Cc: [DCYF Policy Team](#)