



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

Policy Memo

January 1, 2026

TO: Child Welfare Division (CWD) caseworkers
Financial and Business Services Division (FBSD) employees

FROM: Natalie Green, Assistant Secretary of CWD
Rene Newkirk, Chief Financial Officer of FBSD

SUBJECT: Changes to [6650 Trust Funds for Children in Out-of-Home Placement](#) and [6660 Supplemental Security Income \(SSI\) and Retirement, Survivors, and Disability Insurance \(RSDI\) Benefits for Children in Out-of-Home Placements](#) policies

EFFECTIVE DATE: January 1, 2026

REVIEW DATE: January 1, 2027

Purpose

The purpose of this memo is to provide guidance to CWD caseworkers and the FBSD SSI Unit and Trust Funds Unit regarding changes to [6650 Trust Funds for Children in Out-of-Home Placement](#) and [6660 Supplemental Security Income \(SSI\) and Retirement, Survivors, and Disability Insurance \(RSDI\) Benefits for Children in Out-of-Home Placements](#) based on new requirements from [Senate Bill \(SB\) 5167](#) regarding the following:

SB 5167 requires DCYF to:

- Notify caregivers and legal parties to dependency cases when DCYF applies for public benefits such SSI, SSDI, or RSDI on behalf of children or youth.
- Establish procedures:
 - When children, youth, and caregivers request funds for the unmet needs of the children or youth.

- That DCYF approves the disbursement of social security and other public benefits to meet the unmet personal needs of children or youth when DCYF is the payee for these benefits.

FBSD is in the process of updating and combining policies [6650 Trust Funds for Children in Out-of-Home Placement](#) and [6660 Supplemental Security Income \(SSI\) and Retirement, Survivors, and Disability Insurance \(RSDI\) Benefits for Children in Out-of-Home Placements](#) to comply with SB 5167.

This memo will be in effect until the policy is revised.

Policy

1. When a child or youth receives public benefits such as SSI, SSDI or RSDI and the caregiver, child, or youth believes there is an unmet need and requests funds:

Caseworkers must:

- Complete the steps one through four of the [Trust Funds Unmet Need Disbursement Request DCYF 07-060 form](#) to verify if the funding request for the child or youth qualifies as an unmet need or ask the caregiver to complete the first section.
- If the request qualifies as an unmet need, complete step five of the [Trust Funds Unmet Need Disbursement Request DCYF 07-060 form](#) and submit the form to the SSI specialist or [SSI Unit](#).

FBSD SSI Unit must:

- Review the completed [Trust Funds Unmet Need Disbursement Request DCYF 07-060 form](#) to verify the request is properly completed and the child or youth meets the unmet need criteria.
- Forward the completed [Trust Funds Unmet Need Disbursement Request DCYF 07-060 form](#) to the [Trust Funds Unit](#).

FBSD Trust Funds Unit must:

- Review the [Trust Funds Unmet Need Disbursement Request DCYF 07-060 form](#) when funding is requested for an unmet need by:
 - Processing the request.
 - Sending funds to the requestor.
 - Requesting a receipt for proof of purchase.

2. After the unmet needs request is processed and paid:

FBSD Trust Funds Unit must:

- Verify caregiver receipt is received within thirty calendar days of the purchase.
- If not received, ask the [SSI unit](#) to contact the caregiver.

FBSD SSI Unit must:

- When requested, contact caregiver for receipt.
- Forward receipt to the [Trust Funds unit](#) once received.
- If caregiver does not respond, contact the child or youth's caseworker for assistance obtaining the receipt.

Caseworkers must:

- When requested, contact caregiver and either:
 - Obtain a copy of the receipt.
 - Take or obtain a picture of the item purchased.
- Forward receipt to the [SSI unit](#) and attach a copy of the receipt or picture as proof of purchase.

3. When notifying caregivers and legal parties of dependency cases when DCYF applies for public benefits on behalf of children or youth:

FBSD SSI Unit must:

- Complete the [Notification to Legal Parties of Application of Social Security Administration \(SSA\) or Other Benefits DCYF 09-046](#) form.
- Email the [Notification to Legal Parties of Application of Social Security Administration \(SSA\) or Other Benefits DCYF 09-046](#) form to all legal parties, including but not limited to:
 - Youth 12 years old and older
 - Parents or guardians
 - Parents' or guardians' attorney
 - Guardian ad Litem
 - Tribal representation, if applicable
- Copy the children's or youth's caseworker on emails sent to legal parties.
- Upload emails into the children's or youth's FamLink case.

Forms

[Notification to Legal Parties of Application of Social Security Administration \(SSA\) or Other Benefits DCYF 09-046](#)

[Trust Funds Unmet Need Disbursement Request DCYF 07-060](#)

Resources

[Public Benefits and Eligibility Questions & Answers document](#)

Questions

If you have any questions, please contact Todd Wollen, SSI Unit Administrator, at Todd.Wollen@dcyf.wa.gov or 360.529.6279.

Cc: Todd Wollen
Stefanie Niemela
[DCYF Policy Team](#)