



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

Policy Memo

January 30, 2026

TO: Licensing Division (LD) regional licensing employees

FROM: Ruben Reeves, Assistant Secretary of Licensing Division

SUBJECT: Changes to [3.20.70 Licensing Child Placing Agencies \(CPA\) and CPA Foster Homes and Kinship Homes](#) policy

EFFECTIVE DATE: January 30, 2026

REVIEW DATE: January 30, 2027

Purpose

The purpose of this memo is to provide guidance to regional licensing employees when child placing agencies (CPAs) request administrative approvals or waivers in writing for their:

- Agency for [chapter 110-147 WACs](#).
- Certified:
 - Foster homes for [chapter 110-148 WACs](#).
 - Kinship homes for [chapter 110-149 WACs](#).

The [3.20.70 Licensing Child Placing Agencies \(CPA\) and CPA Foster Homes and Kinship Homes](#) policy is in the process of being updated and the procedures created. This memo will remain in effect until the policy has been updated.

Policy

1. Regional licensors must complete the following when a written request is received from CPAs for administrative approvals or waivers on their CPA, foster or kinship care applicants, or on foster or kinship homes they certify, when they are unable to meet the requirements of a WAC:

- a. For administrative approvals and waivers:
 - i. Verify the CPA or CPA certified foster or kinship home will be able to become or remain licensed if the administrative approval or waiver is approved.
 - ii. Gather the required information from the CPA for their administrative approvals or waivers and include:
 - A. The specific WAC identified they are unable to meet.
 - B. How they will meet the health, safety, and well-being needs of the children or youth with the administrative approval or waiver in place.
 - C. Any mitigation plan.
 - D. Information verifying the requested administrative approval or waiver is not in conflict with other laws or rules.
- b. Complete the following for:
 - i. CPAs for administrative approvals and waivers:
 - A. Verify [chapter 110-147 WAC](#) allows for administrative approvals or waivers for the identified WACs they are unable to meet.
 - B. Complete the Administrative Approval & Waiver for Child Placing Agency (CPA) DCYF 10-047 form.
 - C. Notify the LD supervisor the Approval & Waiver for Child Placing Agency (CPA) DCYF 10-047 forms are ready for their review.
 - ii. Certified foster homes for:
 - A. Administrative approvals:
 - I. Verify [chapter 110-148 WAC](#) allows for administrative approvals for the identified WACs they are unable to meet.
 - II. Complete Administrative Approval (Foster Home) DCYF 15-411D forms to allow DCYF to receive or continue to receive federal funding for all children or youth in the CPA's certified foster home.
 - III. Notify the LD supervisor the Administrative Approval (Foster Home) DCYF 15-411D forms are ready for their review.
 - B. Waivers:
 - I. Verify [chapter 110-148 WAC](#) does not allow DCYF discretion to approve an exception to the licensing requirements for the identified WAC the foster parent is unable to meet.
 - II. Complete the Licensing Waiver (Foster Home) DCYF 15-411A forms to waive federal funding for all the children or youth placed in the certified foster home.
 - III. Notify the LD supervisor the Licensing Waiver (Foster Home) DCYF 15-411A forms are ready for their review.
 - iii. Certified kinship homes for:
 - A. Administrative approvals:
 - I. Verify [chapter 110-149 WAC](#) allows for administrative approvals for the identified WACs they are unable to meet.
 - II. Complete the Administrative Approval (Kinship) DCYF 15-411E forms to allow DCYF to receive or continue to receive federal

funding for all children or youth in the CPAs' certified kinship homes.

III. Notify the LD supervisor the Administrative Approval (Kinship) DCYF 15-411E forms are ready for their review.

B. Waivers:

I. Verify [chapter 110-149 WAC](#) does not allow DCYF discretion to approve an exception to the licensing requirements for the identified WAC the applicant or licensed kinship caregiver is unable to meet.

II. Complete the Licensing Waiver (Kinship) DCYF 15-411B form to waive federal funding for all the children or youth placed in the certified kinship home.

III. Notify the LD supervisor the Licensing Waiver (Kinship) DCYF 15-411B forms are ready for their review.

2. LD supervisors must:

a. Review the following forms:

- i. Administrative Approval & Waiver for Child Placing Agency (CPA) DCYF 10-047 for administrative approvals and waivers for CPAs.
- ii. Administrative Approval (Foster Home) DCYF 15-411D for administrative approvals on CPA certified foster homes.
- iii. Licensing Waiver (Foster Home) DCYF 15-411A for waivers on CPA certified foster homes.
- iv. Administrative Approval (Kinship) DCYF 15-411E for administrative approvals on CPA certified kinship homes.
- v. Licensing Waiver (Kinship) DCYF 15-411B for waivers on CPA certified kinship homes.

b. Notify the area administrator or designee the administrative approval or waiver forms are ready for their review.

c. Complete provider actions if waivers are approved by the senior administrator or designee.

d. Revise existing provider actions with new end dates when the waivers are no longer needed.

e. Notify Financial Business Services Division (FBSD) IV-E specialists when waivers are:

- i. Approved.
- ii. No longer needed.

3. LD area administrators or designees must:

a. Review the:

- i. Administrative approval form provided by the LD supervisor for approval.
- ii. Waiver form provided by the LD supervisor.

b. Notify the:

- i. LD supervisor of their decision for the administrative approval.
- ii. LD senior administrator or designee the waiver forms are ready for their review.

4. LD senior administrators or designee must:

- a. Review requests for waivers based on the requestor's ability to meet the health, safety, and well-being of the children and youth in care.
- b. Notify the LD supervisors of their decision for waivers.

Forms

Administrative Approval & Waiver for Child Placing Agency (CPA) DCYF 10-047

Administrative Approval (Foster Home) DCYF 15-411D

Administrative Approval (Kinship) DCYF 15-411E

Licensing Waiver (Foster Home) DCYF 15-411A

Licensing Waiver (Kinship) DCYF 15-411B

Questions

If you have any questions, please contact Joelle Leisure, Policy Program Manager, at joelle.leisure@dcyf.wa.gov or (253) 533-0045.

Cc: Joelle Leisure

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[DCYF Policy Team](#)