



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) employees

FROM: Ruben Reeves, Assistant Secretary of Licensing Division

SUBJECT: Changes to [3.20.40 Use of Administrative Approvals and Waivers on State Foster Homes](#) policy

EFFECTIVE DATE: January 30, 2026

REVIEW DATE: January 30, 2027

Purpose

The purpose of this memo is to provide guidance to LD employees when foster care applicants or licensed foster parents request administrative approvals or waivers in [chapter 110-148 WAC](#).

The [3.20.40 Use of Administrative Approvals and Waivers on State Foster Homes](#) policy is in the process of being updated. This memo will remain in effect until the policy has been updated.

Policy

1. LD workers must complete the following when written requests are received from foster care applicants or licensed foster parents for administrative approvals or waivers when they are unable to meet a licensing requirement in [chapter 110-148 WAC](#):
 - a. For administrative approvals and waivers:
 - i. Verify they will be able to become or remain licensed if the administrative approval or waiver is approved.
 - ii. Gather the required information from them for their administrative approval or waiver and include:
 - A. The specific WAC identified they are unable to meet.

- B. How they will meet the health, safety, and well-being of the children and youth in care with the administrative approval in place.
 - C. Any mitigation plans.
 - D. Information verifying the requested administrative approval is not in conflict with other laws or rules.
 - b. For administrative approvals:
 - i. Verify [chapter 110-148 WAC](#) allows for administrative approvals for the identified WACs they are unable to meet.
 - ii. Complete the Administrative Approval (Foster Home) DCYF 15-411D form to allow DCYF to receive or continue to receive federal funding for all children and youth placed in the home.
 - iii. Notify the LD supervisor the Administrative Approval (Foster Home) DCYF 15-411D form is ready for their review.
 - c. For waivers:
 - i. Verify [chapter 110-148 WAC](#) does not allow DCYF discretion to approve an exception to the licensing requirements for the identified WAC they are unable to meet.
 - ii. Complete the Licensing Waiver (Foster Home) DCYF 15-411A form to waive federal funding for all children and youth placed in the home.
 - iii. Notify the LD supervisor the Licensing Waiver (Foster Home) DCYF 15-411A form is ready for their review.
- 2. LD supervisors must:
 - a. Review:
 - i. Administrative Approval (Foster Home) DCYF 15-411D forms for administrative approvals.
 - ii. Licensing Waiver (Foster Home) DCYF 15-411A forms for waivers.
 - b. Notify the area administrator 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 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 must:
 - a. Review:
 - i. Administrative Approval (Foster Home) DCYF 15-411D forms for approval.
 - ii. Licensing Waiver (Foster Home) DCYF 15-411A forms.
 - b. Notify the LD:
 - i. Supervisor or their decision on administrative approvals.
 - ii. 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 applicants' or foster parents' ability to meet the health, safety, and well-being of children and youth in their care.
- b. Notify LD supervisors of their decisions.

Forms

Administrative Approval (Foster Home) DCYF 15-411D

Licensing Waiver (Foster Home) DCYF 15-411A

Questions

If you have any questions, please contact Renatta Watson, Kinship, Foster, and Group Care Partnership and Support Manager, at renatta.watson@dcyf.wa.gov or 425-265-7433.

Cc: Renatta Watson

Stefanie Niemela

[DCYF Policy Team](#)