



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) group care employees

FROM: Ruben Reeves, Assistant Secretary of Licensing Division

SUBJECT: Changes to [3.20.60 Licensing Group Care Facilities \(GCF\)](#) policy

EFFECTIVE DATE: January 30, 2026

REVIEW DATE: January 30, 2027

Purpose

The purpose of this memo is to provide guidance to group care employees when Group Care Facilities (GCF) request administrative approvals or waivers for [chapter 110-145 WACs](#).

The [3.20.60 Licensing Group Care Facilities \(GCF\)](#) policy is in the process of being updated. This memo will remain in effect until the policy has been updated.

Policy

1. Group care licensors must complete the following when written requests are received from group care applicants or GCFs for administrative approvals or waivers when they are unable to meet a licensing requirement in [chapter 110-145 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 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 and youth with the administrative approval or waiver in place.
 - C. Any mitigation plans.
 - D. Information verifying the administrative approval or waiver is not in conflict with other laws or rules.
 - b. For administrative approvals:
 - i. Complete the Administrative Approval and Waiver for Group Care DCYF 10-047B forms when [chapter 110-145 WAC](#) allows:
 - A. The administrative approval.
 - B. For DCYF to receive or continue to receive federal funding for all children or youth placed in the GCF.
 - ii. Notify the LD supervisor the Administrative Approval and Waiver for Group Care DCYF 10-047B forms are ready for their review.
 - c. For waivers:
 - i. Complete the Administrative Approval and Waiver for Group Care DCYF 10-047B form when [chapter 110-145 WAC](#) does not allow DCYF the discretion to:
 - A. Approve an exception to the licensing requirements.
 - B. Receive federal funding on any of the children or youth placed in the GCF.
 - ii. Notify the LD supervisor the Administrative Approval and Waiver for Group Care DCYF 10-047B forms are ready for their review.
2. Group care licensing supervisors must:
- a. Review Administrative Approval and Waiver for Group Care DCYF 10-047B forms.
 - b. Notify the LD senior administrator or designee the Administrative Approval and Waiver for Group Care DCYF 10-047B forms are ready for their review.
 - c. Complete provider actions when waivers are approved by the LD 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, as federal funding cannot be received for any of the children and youth placed in the GCF.
 - ii. No longer needed.
3. LD senior administrators or designee must:
- a. Review requests for administrative approvals and waivers for approval based on the applicants' or GCFs' ability to meet the health, safety, and well-being of the children and youth in care.
 - b. Notify LD supervisors of their decision.

Forms

Administrative Approval & Waiver for Group Care DCYF 10-047B

Questions

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

Cc: Joelle Leisure

Stefanie Niemela

[DCYF Policy Team](#)