



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 [3.15.40 Use of Administrative Approvals and Waivers for Kinship Licenses](#) 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 administrative approvals or waivers are needed for kinship homes in chapter 110-149 WAC.

The [3.15.40 Use of Administrative Approvals and Waivers for Kinship Licenses](#) 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 administrative approvals or waivers may be needed for kinship applicants or kinship caregivers:
 - 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 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. Verify chapter 110-149 WAC allows for an administrative approval for the identified WAC they are unable to meet.
 - ii. Complete Administrative Approval (Kinship) DCYF 15-411E forms 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 (Kinship) DCYF 15-411E forms are ready for their review.
 - c. For waivers:
 - i. Verify chapter 110-149 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 Licensing Waiver (Kinship) DCYF 15-411B forms that will waive federal funding for all children and youth placed in the 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:
 - i. Administrative Approval (Kinship) DCYF 15-411E form for administrative approvals.
 - ii. Licensing Waiver (Kinship) DCYF 15-411B form 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 senior administrators or designees.
 - 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 (Kinship) DCYF 15-411E forms for administrative approvals.
 - ii. Licensing Waiver (Kinship) DCYF 15-411B forms for waivers.
 - b. Notify LD senior administrators or designees when administrative approval or waiver forms are ready for their review.
- 4. LD senior administrators or designee must:

- a. Review requests for administrative approvals and waivers for approval based on the applicants' or licensed kinship caregivers' ability to meet the health, safety, and well-being of the children and youth in care.
- b. Notify LD supervisors of their decisions.

Forms

Administrative Approval (Kinship) DCYF 15-411E

Licensing Waiver (Kinship) DCYF 15-411B

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](#)