



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

Policy Memo

November 6, 2025

TO: Licensing Division employees

FROM: Ruben Reeves, Assistant Secretary of Licensing Division

SUBJECT: Changes to the [3.20.80 Licensing Investigations on Foster Homes](#) policy

EFFECTIVE DATE: November 6, 2025

REVIEW DATE: November 6, 2026

Purpose

The purpose of this memo is to provide guidance to Licensing Division (LD) group care licensors and regional licensors on completing licensing investigations on group care facilities (GCFs), child placing agencies (CPAs), and CPA certified foster homes.

When the [3.20.80 Licensing Investigations on Foster Homes](#) policy was recently completed, the requirements for investigating licensing complaints on GCFs, CPAs, and CPA certified foster homes were inadvertently left out of the policy. This policy is being revised to add the requirements for regional licensors when completing licensing investigations on CPA certified foster homes.

In addition, these two new policies are being created:

- 3.20.85 Licensing Investigations on Group Care Facilities (GCFs) to provide the requirements for group care licensors when they investigate licensing intakes for GCFs.
- 3.20.86 Licensing Investigations on Child Placing Agencies (CPAs) to provide the requirements for regional licensors when they investigate licensing intakes for CPAs.

This memo will be in effect until these two policies are finalized and the 3.20.80 Licensing Investigations on Foster Homes policy has been revised.

Policy

Regional licensors must follow [3.20.80 Licensing Investigations on Foster Homes](#) policy when complaints are received on:

- CPA certified foster homes, except they must:
 - Determine findings within 60 calendar days of the date of the complaint.
 - Notify the CPA certified foster home of the results in writing.
- CPAs, except they must:
 - Conduct licensing investigations to determine if a violation of [chapter 110-147 WAC](#) has occurred.
 - Determine findings within 60 calendar days of the date of the complaint.
 - Notify the CPA director or designee of the results in writing.

Group care licensors must follow the requirements in [3.20.80 Licensing Investigations on Foster Homes](#) policy when complaints are received, except they must:

- Conduct licensing investigations to determine if a violation of [chapter 110-145 WAC](#) has occurred.
- Determine findings within 60 calendar days of the date of the complaint.
- Notify the GCF director or designee of the results in writing.

Questions

If you have any questions, contact Joelle Leisure, LD Policy Program Manager at Joelle.Leisure@dcyf.wa.gov or 253.533.0045.

Cc: Joelle Leisure

Cc: [DCYF Policy Team](#)