

# CHILD PLACING AGENCIES- TRANSFERRING APPLICATIONS IN WA CAP

**Applies to:** Regional Licensing (RL) and Child Placing Agencies (CPAs)

**Considerations:**

1. This guide only applies to application transfers occurring within an agency.
2. The “Transfer Application” function is limited to LD supervisors only.
3. Licenses must be changed in FamLink, and a provider note must be entered.
4. Completed documents that are not required on the new track will automatically be moved to the Other/Miscellaneous CPA Documents section.
5. Binti functionality does not allow Transfer Application from a Maintenance/Renewal track back to an Initial track.
6. Accounts with pending matters such as investigations, must not be transferred until the matters are resolved.
7. CPAs will work with their RL to determine the best course of action for any transfer, with special consideration being given to accounts with active Administrative Approvals.

CPAs must first work with their Regional Licensor to determine the best course of action when considering transferring an application in WA CAP. Use the following steps to transfer an application in WA CAP.

**Transfer Application Steps:**

1. **Select** “Transfer Application” from the applicant’s account screen
2. **Select** the desired agency/track from the “Select the destination template” dropdown
3. **Select** “Transfer Application”

**The following are examples of when an application might be transferred:**

**Scenario 1:** A Kinship Caregiver with a Foster Care License (issued prior to July 2022 Kinship License implementation) needs to be transferred to a Kinship License **OR** a Foster Care licensed caregiver needs to be transferred to a Kinship License.

**Process:**

Action by:	Action:
Private Agency Licensors	1. <b>Notify</b> LD Administrative Support of the need to switch the applicant track.
LD Administrative Support	2. <b>Notify</b> Regional Licensing Supervisor and Regional Licensor of the need to switch the applicant track.
Regional Licensing Supervisor	3. <b>Follow</b> the Transfer Application Steps above to transfer the application from the Foster Care License Maintenance/Renewal track to the Kinship License track. <ul style="list-style-type: none"> <li>a. All licensing documents will automatically transfer to the new track.</li> <li>b. Any completed documents that are not required for the new track will be automatically transferred into the “Other/Miscellaneous Documents” upload section.</li> </ul>
Private Agency Licensor	4. <b>Complete</b> any applicable forms to reflect changes in the home since licensure.
Regional Licensing Supervisor	5. <b>Create</b> the license in WA CAP <ul style="list-style-type: none"> <li>a. Follow the Approval steps in the Kinship License Process Map.</li> <li>b. Issue the Kinship License with the same end date as the previous license.</li> </ul> 6. <b>Update</b> the license in FamLink following the <a href="#">Provider License-Amending/Modifying a License</a> guide.

**Scenario 2:** An unlicensed Kinship Caregiver (Approved or Closed Post-Approval) would like to apply for either a Kinship License or a Foster Care License.

**Process:**

Action by:	Action:
Private Agency Licensors	1. <b>Notify</b> LD Administrative Support of the applicant’s desire for licensure.
LD Administrative Support	2. <b>Notify</b> Regional Licensing Supervisor and Regional Licensors of the applicant’s desire for licensure.
Regional Licensing Supervisor	3. <b>Change</b> application status from “Approved” or “Closed Post Approval” to “Recruiting.” <ul style="list-style-type: none"> <li>a. <b>Select</b> “Change Application Status”</li> <li>b. <b>Select</b> “Recruiting” in the “Update status to” dropdown</li> <li>c. <b>Complete</b> the necessary fields and select “Update Status”</li> </ul> 4. <b>Follow</b> the Transfer Application Steps on page 1 of this document to transfer the application to the desired licensing track (Kinship License or Foster Care License).           5. <b>Notify</b> LD Administrative Support and Private Agency Licensors once the application has been transferred to the desired licensing track.
Private Agency Licensors	6. <b>Complete</b> the process map for the desired license: <ul style="list-style-type: none"> <li>a. Kinship License Process Map</li> <li>b. Foster License Process Map</li> </ul>

**Scenario 3:** A Kinship Caregiver with a Kinship License, requests to be assessed for a Foster Care License.

**Process:**

Action by:	Action:
Private Agency Licensors	<ol style="list-style-type: none"> <li>1. After staffing with your Regional Licensors and determining this to be the correct course of action, <b>intake</b> the caregiver on the Foster Care License track following the <a href="#">Intake a Family Guide</a>. Do not enter a Family ID. Note: This will result in the provider having two accounts in WA CAP.</li> <li>2. <b>Notify</b> LD Administrative Support to modify the family ID for the provider’s duplicate accounts in WA CAP.</li> <li>3. <b>Complete</b> the CPA Foster License Process Map. Note: The CPA Foster License Process Map includes Private Agency to Regional Licensing transfer details.</li> </ol>
Regional Licensing Supervisor	<ol style="list-style-type: none"> <li>6. <b>Close</b> the Kinship Provider account in WA CAP after the Foster Care License has been approved/issued.                         <ol style="list-style-type: none"> <li>a. <b>Select</b> “Change Application Status”</li> <li>b. <b>Select</b> “Closed (Post Approval)” in the “Update status to” dropdown</li> <li>c. <b>Complete</b> the necessary fields and select “Update Status”</li> </ol> </li> <li>7. <b>Notify</b> LD Administrative Support to update the Family ID for the provider’s duplicate accounts in WA CAP.</li> </ol>

**Scenario 4:** A Closed (Post Approval) Foster Care Licensed Caregiver would like to apply for a Kinship License, **OR** a closed Kinship Licensed Caregiver would like to apply for a Foster Care License.

**Process:**

Action by:	Action:
Private Agency Licensors	<ol style="list-style-type: none"> <li>1. <b>Intake</b> the caregiver on the desired track and do not enter a Family ID. Follow the <a href="#">Intake a Family Guide</a>. Note: This will result in the provider having two accounts in WA CAP.</li> <li>2. <b>Notify</b> LD Administrative Support to modify the Family ID for the provider’s duplicate accounts in WA CAP.</li> <li>3. <b>Complete</b> the Process Map for the desired license:               <ol style="list-style-type: none"> <li>a. Kinship License Process Map</li> <li>b. Foster License Process Map</li> <li>c. Expedited Kinship or Foster License Process Map</li> </ol> </li> </ol>



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