

WA CAP Frequently Asked Questions

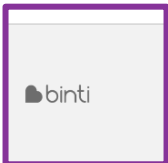
This guide will cover good habits, step-by-step directions, and frequently asked questions for WA CAP (Washington Caregiver Application Portal). **It is recommended to use either Google Chrome or Microsoft Edge as your browser for the WA CAP portal.**

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Connection between Binti and WA CAP:

Binti is the company and software that runs WA CAP. WA CAP is our formal product name for the application portal that was customized for Washington State Caregivers.



You will see the Binti logo in the bottom left corner, even though you are logged into the WA CAP portal. You will see Binti referenced for technical support for the website. For specific licensing or application questions, contact your licensor or agency.

Logging in for the first time:

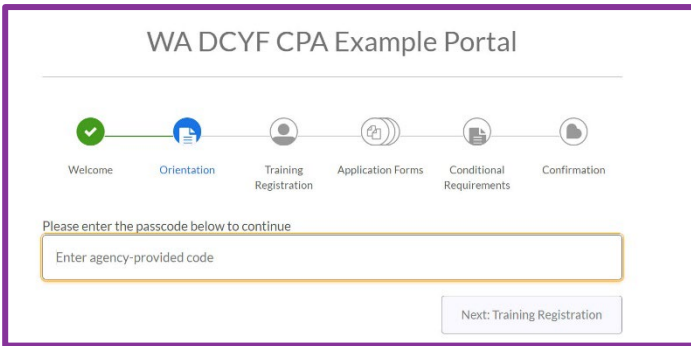


If this is your first time logging in, most applicants will need to be added by a licensor. This includes caregivers seeking to renew their license who have not used the WA CAP site.

During the creation of your profile, you will see a box asking for an agency provided code.



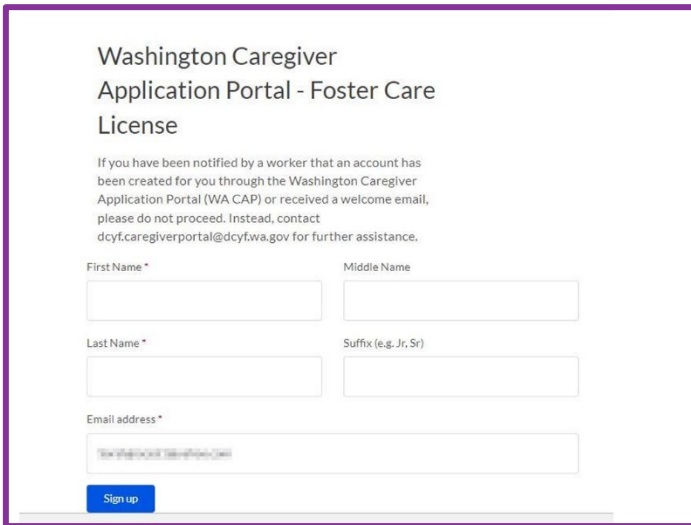
Washington State Department of
CHILDREN, YOUTH & FAMILIES




Connect with either DCYF or your Child Placement Agency (CPA) for the passcode. This applies for new applicants or if you are renewing and haven't used WA CAP.

If the code provided doesn't work, connect with your licensing agency for assistance.

When logging into the WA CAP site, from the SAW (Secure Access Washington) website, in some cases you may see the screen on the left. This means the email you used to sign up for SAW is not connected to WA CAP. View the video **New SAW account and connecting WA CAP** for step-by-step directions on how to connect WA CAP to your SAW account.



 **Ensure that you use the same email address to log in to SAW and WA CAP. If you need to change or update your email, contact your licensing worker.**

License renewal:



If your license is due for renewal, but you haven't used the WA CAP site, this could create a unique situation. You will need to create a SAW account and connect WA CAP to your SAW account. View the video **NEW SAW account and connecting WA CAP** for step-by-step directions on how to create a SAW account and connect WA CAP.

Good Habits for Forms:

Applicant A Full Legal Name

Your name as it is listed on your government issued photo ID.

First name *

Middle name


Last name *


When completing forms in the WA CAP portal, boxes with asterisks are required information. Each box with an asterisk must be filled out to complete the form.

Applicant A Info ▾

Applicant B Info ▾

Financial Worksheet

 Income

 Average Monthly Expenses

Form progress is shown on the left side. You can click each section to go to that section on the form. Progress on the form is shown by the indicators for that section. These visuals will also show on the form list.

Green checkmark – Section is complete.

Blue pie chart – Section is started but not complete.



If the icon shows a blue circle, this means the form needs an additional signature from the licensor or agency. The form is complete by the applicant but is waiting for a signature from a licensor or agency.

[Save](#)

Be sure to click **Save and Continue** to save your information on the form. You can also click **Save** to save your progress and continue the form later.

LICENSING DIVISION (LD)
Compliance Agreement

PROVIDER INFORMATION
 PROVIDER NAME: Paul Moulton and Melissa Stobiers
 PROVIDER NUMBER: 684324
 ADDRESS: 123 Main St, Big White Terr, WA, ZIP CODE 98199

WORKER INFORMATION
 LD STAFF/CPA LICENSOR NAME: Emily Stence
 PHONE NUMBER: +1 206.853.5099
 ADDRESS: 4548 College Way, SW, Seattle, WA, ZIP CODE 98108

COMPLIANCE AGREEMENT RELATED TO
 INTAKE NUMBER: 1134567, PROVIDER ACTION NUMBER: 654321

WASHINGTON ADMINISTRATIVE CODE (WAC)	NONCOMPLIANCE DESCRIPTION/SUMMARY	PLAN OF CORRECTION	DUE DATE
110-140-1405 What are the requirements for smoking around children? (S)(D)	The foster parent was found to be smoking in the home.	Foster parent has agreed to only smoke outside and away from doors and windows.	09/25/2024

LDCPA STAFF SIGNATURE - I approve this plan of correction.
 LDCPA STAFF NAME: Emily Stence, DATE: 09/25/2024

PROVIDER SIGNATURES - I agree to provide verification that I have corrected the issue(s) of non-compliance cited above as outlined in the plan of correction by the dates indicated.
 APPLICANT / ADMINISTRATOR/DIRECTOR NAME: Paul Moulton, DATE: _____

When signing documents, be sure to review the information shown on the left. If information needs to be changed, click the “X” in the top-left corner.

binti

My Documents

Application | My Documents | Need Help?

SIGNED BY YOU [Info Gathering](#)

Once a document is completed and signed, it will show in **My Documents**. If you see the blue circle, the document is waiting for an additional signature from a licensor or agency.



Documents become almost immediately to view in the WA CAP portal once they have been completed and signed. As such, there is not a need to print and email these documents. A licensor or agency will be able to view them in the WA CAP portal.



Do not upload any medical records related to minors within the WA CAP portal. It is a HIPAA violation for the Department to keep such records within WA CAP. If there are specific documents required, your licensor will request those.

Uploading Documents:

Please provide an expiration date.

Please provide a copy of your valid government-issued photo identification (ID). If you plan to transport children, your ID must be a Driver's License.

You can take a photo or scan your documentation and upload it below.

You can also provide this directly to your assigned worker, whose contact information can be found by clicking on "Need Help?" in the corner of the page.

[Browse to select one or more files](#)
Or drag & drop into this area

[Drivers license \(John Smith\) 10-10-2024.docx](#) Expiration date
We need an expiration date for this upload

MM/DD/YYYY

When uploading documents, it's helpful to name the document with a descriptive name, name of the individual the document relates to, and the date of the document.

For example: Drivers license John Smith 10-10-2024

The document on file with your agency expired on 08/15/2024! Please update document as soon as possible.

Please provide a copy of your valid government-issued photo identification (ID). If you plan to transport children, your ID must be a Driver's License.

You can take a photo or scan your documentation and upload it below.

You can also provide this directly to your assigned worker, whose contact information can be found by clicking on "Need Help?" in the corner of the page.

[Browse to select one or more files](#)
Or drag & drop into this area

[Drivers license \(John Smith\) 10-10-2024.docx](#) Expired 08/15/2024

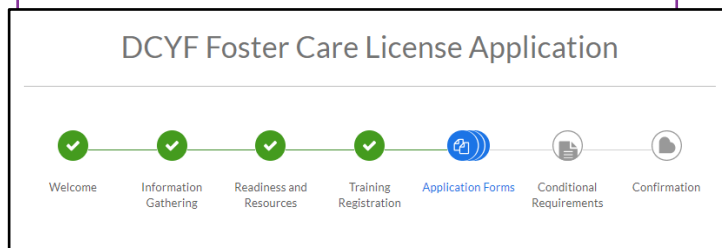
If a document has an expiration date, an alert will request an expiration date to be entered. If the document is near expiration or expired, an alert message will show.

My Documents

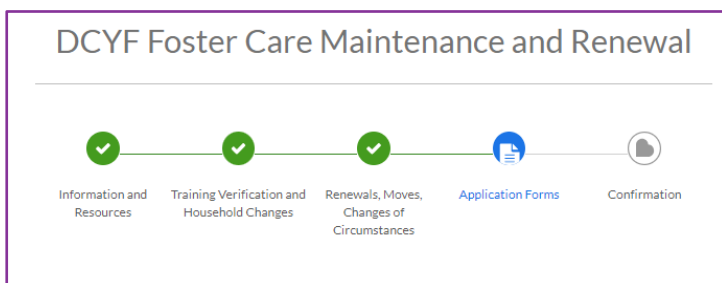
SIGNED BY YOU [Info Gathering*](#)

- Application
- My Documents
- Need Help?

When a form is completed and signed, it will be immediately available in WA CAP. Therefore, printing and emailing forms and documents is not necessary.



If one is required, a Compliance Agreement and/or Supervision Plan can be found on the list of required forms in the WA CAP portal.



Form - Compliance Agreement (DCYF 10-248)

Applicant signature needed

Co Applicant signature needed

This form is waiting for the applicant or co-applicant to sign. If they are having trouble signing please direct them to contact Binti support.

This form is waiting for the worker or supervisor to sign.

Form - Supervision Plan for Site Specific Conditions (DCYF 10-419)

A **Compliance Agreement** is only present when an applicant is in renewal. **Supervision Plan** could apply for a new applicant, but not everyone needs one. If one is required, it will show on the list of required documents.

Adding Adults or Children in the Home:

Financial Worksheet (DCYF 14-452)

Applicant already signed

Co Applicant already signed

If a home has more than one applicant, each adult must sign forms individually before the license can be approved or renewed.

When listing other adults in the home, who are not co-applicants, they are not required to have an email address or phone number contact to be included. An alert will show asking the applicant to coordinate directly with them to obtain their documents.



Co-applicants won't create their own profile. Instead, they will log into SAW with the primary applicant's credentials.

Add Adult Information

Please note that changes made here to the Adult's name will not alter form names on the Documents page.

First Name * Middle Name

Last Name * Suffix (e.g. Jr, Sr)

Role in Household

Living in the home

Be sure to include the Role in the Household for each adult living in the home.

Children in the home

Please list all minor children in the home. You do not need to list foster children in the home. Washington state identifies gender options as Male (M), Female (F), and X. We recognize these options do not accurately reflect the gender identity of all of Washington's children and are working toward a more inclusive list. If the options here do not accurately reflect the child's gender identity, please select "Not Listed Above."

When listing children in the home, don't include children currently placed in your care. Children in the home only include biological or adopted children.

Individuals seeking a license to provide care to a child or youth in state custody must submit via email, mail, text, or in-person, vaccine records for their minor biological and adopted children who reside in the home or on the property. Do not upload these documents into WA CAP.

Applicant B	
Identification (Jane Smith)	● >
Auto Insurance (Jane Smith)	● >
First Aid (Jane Smith)	● >
CPR (Jane Smith)	● >
Bloodborne Pathogens (Jane Smith)	● >
Children in the home	
Background Confirmation (Robin Alister)	● >
Authorization and Consent to Share Records (Robin Alister)	● >
Child Immunization Verification (Robin Alister)	● >

After an adult or child/youth is added, the additional requirements needed for the application will be listed under each individual. For example, background confirmation.

Help Resources:

Agency Workers

NAME	AGENCY NAME	PHONE	EMAIL	ROLE
Foster Care	Washington State		dcyf.fostercarelicensin@dcyf.wa.gov	Assigned to your family
Administrative Support			adminsupport@dcyf.wa.gov	

Binti Technical Support

CONTACT METHOD	INFORMATION
Help Center	Visit our Help Center any time of day with questions on how to use Binti!
Live Customer Support	Email us at help@binti.com , or chat with us in the bottom right Monday - Friday, 6am - 7pm Pacific Time.

The left menu will provide a link to **Need Help?** Agencies and their contact information are listed under **Contacts**. Use these to contact your licensor to ask child-specific or application questions.

Agency Workers

NAME	AGENCY NAME	PHONE	EMAIL	ROLE
Foster Care	Washington State		dcyf.fostercarelicensin@dcyf.wa.gov	Assigned to your family
Administrative Support			adminsupport@dcyf.wa.gov	

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Under Binti Technical Support, links are shown for technical questions related to the WA CAP portal. **Help Center** will show a list of frequently asked questions. You can also email help@binti.com, Monday – Friday, 6am to 7pm, Pacific Time.