3: Licensing Division

3.15 Kinship Care

- 3.15.01 Applying as a Licensed or Unlicensed Kinship Caregiver
- 3.15.10 Completing Kinship Home Studies
- 3.15.20 Initial, Kinship, and Provisional Expedited Licenses
- 3.15.30 Updating Licenses for Amendments and Changes in Circumstances
- 3.15.40 Use of Administrative Approvals and Waivers for Kinship Licenses
- 3.15.50 Health and Safety Monitoring for Licensed Kinship Homes
- 3.15.80 Review of Licensing Requirements for Kinship Homes
- 3.15.90 Adverse Actions on Kinship Licenses
- 3.15.100 Kinship Caregiver Training
- 3.15.120 Kinship Respite Care

3.20 Foster Care, Group Care Facilities (GCF), and Child Placing Agencies (CPA)

- 3.20.01 Applying as a Foster Parent
- 3.20.10 Completing Foster Parent Home Studies
- 3.20.20 Foster Home and Provisional Expedited Licenses
- 3.20.30 Updating Foster Home Licenses for Amendments, Modifications, and Changes in Circumstances
- 3.20.40. Use of Administrative Approvals and Waivers on Foster Homes
- 3.20.50 Health and Safety Monitoring for Foster Homes
- 3.20.60 Licensing Group Care Facilities (GCF)
- 3.20.70 Licensing Child Placing Agencies (CPA) and CPA Foster Homes and Kinship Homes
- 3.20.80 Licensing Investigations on Foster Homes
- 3.20.90 Adverse Actions on Foster Home Licenses and Group Care Facility Licenses
- 3.20.100 Licensed Foster Family Home Required Training
- 3.20.110 Licensing Residential Private Schools (RPS)

3.50 Licensing Division Child Protective Services (LD CPS)

- 3.50.20 Investigative Findings

3.20.110 Licensing Residential Private Schools (RPS)

3.20.110 Licensing Residential Private Schools (RPS) julie.pettit Fri, 02/13/2026 - 16:02

Applies to: This policy applies to Licensing Division (LD) employees.

Chapter Number & Title: 20. Foster Care, Group Care Facilities (GCF), and Child Placing Agencies (CPA)

Policy Number & Title: 3.20.110 Licensing Residential Private Schools (RPS)

Effective Date: February 15, 2026

Purpose

The purpose of this policy is to provide guidance on:

- Assessing RPSs.
- Issuing and renewing RPS licenses.
- Monitoring:
    - RPS compliance with minimum licensing requirements.
    - The care provided by RPSs to residential students.

Authority

RCW 43.20A.205 Denial, suspension, revocation, or modification of license.
Chapter 74.15 RCW Care of children, expectant mothers, persons with developmental disabilities
Chapter 110-04 WAC Background check requirements-Child welfare
Chapter 110-146 WAC Licensing Residential Private Schools

Policy

1. LD licensors must complete the following:
    1. When schools apply to receive RPS licenses:
        1. Assess whether schools either:

1. Must be licensed as a RPS as outlined in chapter 110-146 WAC.
2. Do not require licensure due to an accreditation exemption as outlined in WAC 110-146-0050.

2. Follow DCYF Administrative policy 6.03 Access to Services for Individuals with Disabilities policy to provide services to individuals with disabilities, if applicable.
3. Confirm all employees and their families, interns, and volunteers who have access to students within the residential facility pass a background check per:
    1. Chapter 110-04 WAC.
    2. Chapter 110-146 WAC.
4. Verify:
    1. Applicants meet the requirements in chapter 110-146 WAC:
        1. Before the license is issued.
        2. Throughout the duration of the license.
    2. RPSs maintain an adequate number of employees to provide services to students residing in their living accommodations throughout the duration of their license.
    3. New licenses and renewals are:
        1. Issued for a maximum of three years minus one day.
        2. Approved, withdrawn, or denied in writing.

2. When administrative approvals or waivers are requested from RPSs when they are unable to meet the requirements in chapter 110-146 WAC:
    1. Review requests when received from RPSs.
    2. Verify the administrative approval or waiver will allow the RPS to become or remain licensed.
    3. Gather information related to the waiver or administrative approval and include:

1. The specific WAC identified that the RPSs are unable to meet.
2. How the RPSs will meet the health, safety, and well-being of the residential students with an administrative approval or waiver in place.
3. Any mitigation plans.
4. Information verifying that the requested administrative approval or waiver is not in conflict with other laws or rules.

4. Complete the Administrative Approval & Waiver for Residential Private Schools DCYF 10-047C form.
5. Notify the LD supervisor the Administrative Approval & Waiver for Residential Private Schools DCYF 10-047C form is ready for their review.

3. When applications are received for an RPS move:
    1. Assess the new RPS facility.
    2. Amend their current license when the new facility meets licensing requirements.
4. Announced monitoring visits on LD licensed RPS facilities once in the middle of each three-year license.

2. LD licensing supervisors must:
    1. Review:
        1. Licenses for approval in FamLink.
        2. Administrative Approval & Waiver for Residential Private Schools DCYF 10-047C forms for administrative approvals and waivers.
    2. Notify area administrators that administrative approval or waiver forms are ready for their review.
3. LD area administrators must:
    1. Review Administrative Approval & Waiver for Residential Private Schools DCYF 10-047C forms.
    2. Notify the LD senior administrator or designee that the administrative approval or waiver form is ready for their review.

4. LD senior administrators or designee must:
    1. Review requests for administrative approvals and waivers based on the RPSs ability to meet the health, safety, and well-being of the residential students.
    2. Notify LD supervisors of their decisions.

Forms

Administrative Approval & Waiver for Residential Private Schools DCYF 10-047C (located in the forms repository on the DCYF intranet)

Resources

Child Welfare Background Checks policy

DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy

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Original Date: February 15, 2026

Review Date: February 15, 2030

Approved by: Ruben Reeves, Assistant Secretary of Licensing Division