

Caregivers submit their application<sup>1</sup> and background check forms<sup>2</sup> to start the process.

> Licensing Division staff are assigned and the applicant(s) is notified that their application was received.

Caregivers complete and provide to Licensing Division staff all other application materials. Caregivers can follow along on the Unlicensed Placement Application Checklist<sup>3</sup>.

## **Unlicensed Home Study** ROAD MAP

Thank you for stepping forward to care for a loved one's child.

This publication explains important steps to complete your home study. Please contact Licensing Division staff or the Caregiver Retention, Education and Support (CaRES) program with questions and for support and guidance.

## Support and guidance through the home study is available!

Contact the Alliance for Child Welfare Excellence Caregiver Retention, Education and Support (CaRES) program for more information.

Email: alliancecares@uw.edu

Website: www.alliancecarescommunity.org

Phone: (206) 221-4913

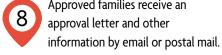
- www.dcyf.wa.gov/forms?field number value=10-354&title=
- 2 www.dshs.wa.gov/fsa/forms?field\_number\_value=09-653&title=
- www.dcyf.wa.gov/forms?field\_number\_value=10-581&title=

Licensing Division staff contact the applicant(s) to schedule interviews and home visits.



Licensing Division staff complete home visits, write the home study, and ask their supervisor to review the complete application.





If you would like copies of this document in an alternative format or language, please contact DCYF Constituent Relations (1-800-723-4831 | 360-902-8060, ConstRelations@dcyf.wa.gov). DCYF PUBLICATION LIC 0007 | DSHS 24-533 (02-2022)

