

Licensing Division (LD) Non-CPS Licensing Reviews

FAQ for State Licensed Kinship Homes

Q What is a Licensing Division (LD) Non-CPS or licensing review?

A A non-CPS review happens when the Department of Children, Youth & Families (DCYF) receives information about a licensed kinship home that does not include a report about abuse or neglect of children or youth. The report may let DCYF know that the family needs support or services to meet licensing requirements.

Q Do all Non-CPS intakes result in a licensing review?

A No, it depends on what is reported. If the information is connected to a kinship licensing rule, it will be assigned for review.

Q Who completes the review?

A Your licensor will complete the licensing review.

Q What are examples of incidents that would need a licensing review?

A Examples include concerns about discipline, not reporting required changes, and concerns about the home and the specific child or youth placed in the home.

Q How will I know if there is a licensing review?

A Your licensor will tell you as soon as possible as long as it does not impact the process. They may contact you by phone or in person. Visits are typically announced; however, your licensor may visit your home unannounced.

Q What will I be told about the licensing review?

A Your licensor will tell you about the information they received during your interview. They will share which licensing rule(s) they are concerned about and as much information as they can. You will not be told who made the report.



Q Can I share my point of view?

A Yes, that is the purpose of the interview. This is your time to explain the situation and your opportunity to provide any other relevant information or documentation. You may also contact your licensor at any time to share any additional information or to ask questions.

Q Can I provide a written statement?

A Yes, you may provide a written statement. It will be placed in the file.

Q Can I have someone present for my interview?

A Yes, you may have a neutral third-party adult present as long as it is not a conflict. You must sign a consent form to share information.

Q Who will be interviewed during a licensing review?

A During the course of the review, all children or youth placed in your home may be interviewed and your licensor may ask permission to interview your child(ren). All adults in the home, caseworkers, witnesses, or collateral contacts with relevant information may be interviewed as well.

Q Will law enforcement be involved?

A If a crime is alleged, your licensor will notify law enforcement. Law enforcement decides whether or not to investigate. If law enforcement chooses to investigate, they take the lead. A licensing review will occur if the information is about a kinship licensing rule.



Q How long will the licensing review take?

A Every effort is made to complete licensing reviews within 45 days; however, some may take longer.

Q Will children and youth be placed in my home during a licensing review?

A A decision will be made on a case-by-case basis.

Q Will children and youth be removed from my home during a licensing review?

A Children and youth who were placed in a kinship home may be removed. Child Welfare is the legal guardian of children and youth in the care and custody of DCYF. They are responsible for moving the child or youth if there are concerns about their safety or well-being.

Q What about Tribal children and youth in my care?

A The Tribe(s) will be notified about the licensing review and may be part of the review. They are the legal guardian and will make placement decisions about children and youth in their care and custody.

Q Will the children or youth who were placed in my home be returned to my home when the licensing review is complete?

A This depends on what is in the best interest of the child or youth and the outcome of the licensing review.

Q What are the possible outcomes or findings and how will I be notified?

A Licensing review outcomes or findings are either “Valid” or “Not Valid.” A “Valid” licensing finding means there is reasonable cause to believe that the licensing requirements were not followed. Support is needed and may be offered to meet requirements again. “Not Valid” means based on the facts collected during the licensing review, there is reasonable cause to believe the rule was followed. Your licensor will work with you when you need support to meet a licensing rule. All valid licensing findings are subject to a Licensing Support Agreement, training, and/or coaching. You will receive written notification when the licensing review is complete.

Q What if I disagree with the finding?

A If you disagree with the finding, you can provide a written statement to be included in the file.

Q Can I request a copy of my licensing review?

A Yes, you may make a request through public disclosure at: dcyf.publicdisclosure@dcyf.wa.gov.

Q Where can I find a copy of the kinship licensing requirements?

A <https://app.leg.wa.gov/WAC/default.aspx?cite=110-149>. If you need a copy of the kinship licensing requirements in another language, contact your licensor.

Q As a licensed kinship caregiver, where can I get more information?

A <https://dcyf.wa.gov/services/foster-parenting/kinship-caregivers/overview>

Foster Intervention and Retention Support Team (FIRST)

FIRST is a resource that is available to kinship caregivers to provide you with assistance during an LD/CPS investigation or licensing review. They also provide referrals to community resources. You may contact FIRST at 866-393-6186 or find more information online at: <https://dcyf.wa.gov/services/foster-parenting/support-resources>, and <https://alliancecares.org/allegations-and-investigations>.