

Permit, License, Certification, and ID Card Catalog Department of Children, Youth, and Families

Welcome to the Department of Children, Youth, and Families catalog of permits, licenses, Certifications, and ID Cards. You can access specific permits by clicking on any title below. Hit Home to return to this menu.

Certified Child Care Center.....	1
Certified Family Home Child Care.....	3
Certified Outdoor Nature Based Child Care Providers	5
Certified Respite.....	8
Certified School-Aged Child Care Providers	10
Child Care Center License.....	12
Child Placing Agency License	14
Child Placing Agency License (Renewal)	16
CPA Child Specific License	18
CPA Child Specific License (Amendment).....	21
CPA Child Specific License (Expedited).....	23
CPA Child Specific License (Renewal)	25
CPA Foster Home License	28
CPA Foster Home License (Amendment).....	31
CPA Foster Home License (Expedited).....	33
CPA Foster Home License (Renewal)	35
Family Home Child Care License	38
Family, Friends, and Neighbors Provider (license-exempt)	40
Group Care Facility License.....	42
Group Care Facility License (Renewal).....	44
Kinship Care (unlicensed)	46
Outdoor Nature Based Child Care License	49
School-Aged Child Care License	52
State Child Specific License	54
State Child Specific License (Amendment).....	57
State Child Specific License (Expedited)	59
State Child Specific License (Renewal).....	61
State Foster Home License	64
State Foster Home License (Amendment).....	67
State Foster Home License (Expedited)	69
State Foster Home License (Renewal).....	71

Certified Child Care Center

Department of Children, Youth, and Families

Type: Certification

ID: 1016

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 43.216.010 <https://app.leg.wa.gov/RCW/default.aspx?cite=43.216.010> WAC 110-300-0025 <https://app.leg.wa.gov/wac/default.aspx?cite=110-300-0025> WAC 110-300 <https://app.leg.wa.gov/wac/default.aspx?cite=110-300>

Equity considerations:

- Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system.
- 60% of businesses in the childcare industry are minority owned, according to the US Small Business Administration. According to the Center for Study of Child Care Employment at the University of California, Berkeley, 40% of workers in centers and family homes identify as people of color, and historically, these workers are vastly underpaid and under-appreciated. Expecting Black and Brown women to do this work for very little, results in a continuation of the legacy of racism, bias, and barriers in the childcare industry. Including childcare providers in decisions that impact them is crucial.

- Collecting demographic data is important to our data driven approach to address inequities in our system. We are examining system enhancements to support efficient data collection and analysis. This will enhance our ability to make data driven decisions and implement targeted improvements to address inequities.
- Current child care fees disproportionately affect businesses owned by women of color. This places undue burden on these small businesses, which can further exacerbate the financial challenges they already face.
- DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf>
- Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays.
- Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban)
- Access (and skills) to technology and internet.
- WACs are provided only in English.
- Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2023

Comment:

\$125 per year for the first 12 children, plus \$12 per year for each additional child, up to the maximum number of children the facility is licensed to care for (the "licensed capacity"). The Department of Children, Youth, and Families (DCYF) sends annual fee notices to licensees about 90 days before the annual license fee is due. The fees are required to process applications and maintain the license.

Legal authority for fees:

RCW 43.216.300 <https://app.leg.wa.gov/rcw/default.aspx?cite=43.216.300> WAC 110-300-0401 <https://app.leg.wa.gov/wac/default.aspx?cite=110-300&full=true#110-300-0401> WAC 110-300-0400 <https://app.leg.wa.gov/documents/Laws/WACPDF/WAC%20110%20%20TITLE/WAC%2>

Application Information

Application process and form(s):

Information about how to become a provider: <https://www.dcyf.wa.gov/services/early-learning-providers/licensed-provider> Applications are submitted through the provider portal (also permitted: in person, mail, email). Login access is provided by DCYF. https://wa-del.my.site.com/PP_LoginPage

Requirements, additional actions, information, or documentation:

- Applicant completes online orientation
- Applicant begins fulfilling requirements of the application per WAC; works with local licensing office to complete all parts of application; submits application once all parts have been completed
- Licensor

conducts initial licensing inspection; if compliant, issues initial license, good for six months• After initial license, licenser completes an initial-to-non-expiring license inspection at least two months before expiration. If compliant, a non-expiring license is issued• Non-expiring licenses are maintained with the annual compliance process before the anniversary date of the license each yearDocumentation Required: Outlined in WAC 110-300-0400

<https://app.leg.wa.gov/wac/default.aspx?cite=110-300-0400>

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted through the provider portal (also permitted: in person, mail, email).

Application/Submittal last updated:

01/2019

Review/Approval time:

90

Valid duration:

Initial license is valid for six months (renewable for a period not to exceed two years); once a non-expiring license is issued, annual compliance documents (including fees) must be submitted at least 30 days before anniversary date each year.

Appeal process:

Outlined in WAC 110-03-0050<https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

RCW 43.216.305 <https://app.leg.wa.gov/rcw/default.aspx?cite=43.216.305>

Streamlining opportunities:

- Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration.
- oExamine opportunities to reduce/eliminate duplicate entry into two systems, minimizing delays in the processing applications and licenses/certifications (currently staff must enter data into two separate systems).
- oExpected outcomes of the CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, and timely business practice execution and help in retaining staff.
- Eliminate CC fees (it is unknown if the infrastructure to manually collect and track licensing fees is cost effective).
- Establish a pre-licensing phase to be required of all applicants. The pre licensing phase would help applicants successfully navigate facility development and licensing processes and would include technical assistance on the following topics:
 - oFeasibility assessment of site
 - oFacility or site plan review
 - oGuidance related to licensing requirements, including learning environments, health and safety, and curriculum
 - oComprehensive checklist of required documents
 - oInformation for providers interested in offering ECEAP programming who serve families receiving Working Connections Child Care.
 - oThis would ensure all applicants submit complete applications, reducing delays caused by missing information.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Data Unavailable

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

90

Certified Family Home Child Care

Department of Children, Youth, and Families

Type: Certification

ID: 1017

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 43.216.010 <https://app.leg.wa.gov/RCW/default.aspx?cite=43.216.010> WAC 110-300-0025 <https://app.leg.wa.gov/wac/default.aspx?cite=110-300-0025> WAC 110-300 <https://app.leg.wa.gov/wac/default.aspx?cite=110-300>

Equity considerations:

- Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system.
- 60% of businesses in the childcare industry are minority owned, according to the US Small Business Administration. According to the Center for Study of Child Care Employment at the University of California, Berkeley, 40% of workers in centers and family homes identify as people of color, and historically, these workers are vastly underpaid and under-appreciated. Expecting Black and Brown women to do this work for very little, results in a continuation of the legacy of racism, bias, and barriers in the childcare industry. Including childcare providers in decisions that impact them is crucial.

- Collecting demographic data is important to our data driven approach to address inequities in our system. We are examining system enhancements to support efficient data collection and analysis. This will enhance our ability to make data driven decisions and implement targeted improvements to address inequities.
- Current child care fees disproportionately affect businesses owned by women of color. This places undue burden on these small businesses, which can further exacerbate the financial challenges they already face.
- DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf>
- Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays.
- Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban)
- Access (and skills) to technology and internet.
- WACs are provided only in English.
- Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

30

Credential fee:

-99

Fee last changed:

07/2023

Comment:

This fee is required to obtain or maintain the license. The Department of Children, Youth, and Families (DCYF) sends annual fee notices to licensees about 90 days before the annual license fee is due.

Legal authority for fees:

RCW 43.216.300 <https://app.leg.wa.gov/rcw/default.aspx?cite=43.216.300> WAC 110-300-0401 <https://app.leg.wa.gov/wac/default.aspx?cite=110-300&full=true#110-300-0401> WAC 110-300-0400 <https://app.leg.wa.gov/documents/Laws/WACPDF/WAC%20110%20%20TITLE/WAC%20110-300-0400.pdf>

Application Information

Application process and form(s):

Information about how to become a provider: <https://www.dcyf.wa.gov/services/early-learning-providers/licensed-provider> Applications are submitted through the provider portal (also permitted: in person, mail, email). Login access is provided by DCYF. https://wa-del.my.site.com/PP_LoginPage

Requirements, additional actions, information, or documentation:

- Applicant completes online orientation
- Applicant begins fulfilling requirements of the application per WAC; works with local licensing office to complete all parts of application; submits application once all parts have been completed
- Licensor conducts initial licensing inspection; if compliant, issues initial license, good for six months
- After initial license, licensor completes an initial-to-non-expiring license inspection at least two months before expiration. If compliant, a non-expiring

license is issued. Non-expiring licenses are maintained with the annual compliance process before the anniversary date of the license each year. Documentation Required: Outlined in WAC 110-300-0400

<https://app.leg.wa.gov/wac/default.aspx?cite=110-300-0400>

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted through the provider portal (also permitted: in person, mail, email).

Application/Submittal last updated:

01/2019

Review/Approval time:

90

Valid duration:

Initial license is valid for six months (renewable for a period not to exceed two years); once a non-expiring license is issued, annual compliance documents (including fees) must be submitted at least 30 days before anniversary date each year.

Appeal process:

Outlined in WAC 110-03-0050 <https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

RCW 43.216.305 <https://app.leg.wa.gov/rcw/default.aspx?cite=43.216.305>

Streamlining opportunities:

- Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration.
- Examine opportunities to reduce/eliminate duplicate entry into two systems, minimizing delays in the processing applications and licenses/certifications (currently staff must enter data into two separate systems).
- Expected outcomes of the CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, and timely business practice execution and help in retaining staff.
- Eliminate CC fees (it is unknown if the infrastructure to manually collect and track licensing fees is cost effective).
- Establish a pre-licensing phase to be required of all applicants. The pre licensing phase would help applicants successfully navigate facility development and licensing processes and would include technical assistance on the following topics:
 - Feasibility assessment of site
 - Facility or site plan review
 - Guidance related to licensing requirements, including learning environments, health and safety, and curriculum
 - Comprehensive checklist of required documents
 - Information for providers interested in offering ECEAP programming who serve families receiving Working Connections Child Care.
- This would ensure all applicants submit complete applications, reducing delays caused by missing information.

Pending applications:

-99

Explanation:

Data Unavailable

Backlog applications:

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

90

Certified Outdoor Nature Based Child Care Providers

Department of Children, Youth, and Families

Type: Certification

ID: 1018

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 43.216.010 <https://app.leg.wa.gov/RCW/default.aspx?cite=43.216.010> WAC 110-300-0025 <https://app.leg.wa.gov/wac/default.aspx?cite=110-300-0025> WAC 110-302 <https://app.leg.wa.gov/WAC/default.aspx?cite=110-302>

Equity considerations:

- Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system.
- 60% of businesses in the childcare industry are minority owned, according to the US Small Business Administration. According to the Center for Study of Child Care Employment at the University of California, Berkeley, 40% of workers in centers and family homes identify as people of color, and historically, these workers are vastly underpaid and under-appreciated. Expecting Black and Brown women to do this work for very little, results in a continuation of the legacy of racism, bias, and barriers in the childcare industry. Including childcare providers in decisions that impact them is crucial.

- Collecting demographic data is important to our data driven approach to address inequities in our system. We are examining system enhancements to support efficient data collection and analysis. This will enhance our ability to make data driven decisions and implement targeted improvements to address inequities.
- Current child care fees disproportionately affect businesses owned by women of color. This places undue burden on these small businesses, which can further exacerbate the financial challenges they already face.
- DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf>
- Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays.
- Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban)
- Access (and skills) to technology and internet.
- WACs are provided only in English.
- Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2023

Comment:

\$125 per year for the first 12 children, plus \$12 per year for each additional child, up to the maximum number of children the facility is licensed to care for (the "licensed capacity"). The Department of Children, Youth, and Families (DCYF) sends annual fee notices to licensees about 90 days before the annual license fee is due. The fees are required to process applications and maintain the license.

Legal authority for fees:

RCW 43.216.300 <https://app.leg.wa.gov/rcw/default.aspx?cite=43.216.300> WAC 110-302-0401 <https://app.leg.wa.gov/wac/default.aspx?cite=110-302-0401> WAC 110-302-0400 <https://app.leg.wa.gov/wac/default.aspx?cite=110-302-0400>

Application Information

Application process and form(s):

Information about how to become a provider: <https://www.dcyf.wa.gov/services/early-learning-providers/licensed-provider> Applications are submitted through the provider portal (also permitted: in person, mail, email). Login access is provided by DCYF. https://wa-del.my.site.com/PP_LoginPage

Requirements, additional actions, information, or documentation:

- Applicant completes online orientation
- Applicant begins fulfilling requirements of the application per WAC; works with local licensing office to complete all parts of application; submits application once all parts have been completed
- Licensor

conducts initial licensing inspection; if compliant, issues initial license, good for six months. After the initial license, the licensor attempts to complete an initial-to-non-expiring license inspection at least two months before expiration. If compliant, a non-expiring license is issued within 6 months. (Rationale behind “attempt”: it can take extra time for travel, address any noncompliance or technical assistance issues, and rechecks. A provider does not need to be 100% compliant at the time of the inspection to move to a non-expiring license.) Non-expiring licenses are maintained with the annual compliance process before the anniversary date of the license each year. Documentation Required: Completed Outdoor Nature-Based Child Care License or Certification Application https://www.dcyf.wa.gov/forms?field_number_value=15-835&title=•ONB Initial Checklist for Applicant https://www.dcyf.wa.gov/forms?field_number_value=15-841&title=•Benefit-Risk Assessment and Mitigation Development for Outdoor Nature-Based (ONB) Child Care Programs https://www.dcyf.wa.gov/forms?field_number_value=15-716&title=•Other documents as outlined on WAC 110-302-0400 <https://app.leg.wa.gov/WAC/default.aspx?cite=110-302-0400>

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted through the provider portal (also permitted: in person, mail, email).

Application/Submittal last updated:

01/2019

Review/Approval time:

90

Valid duration:

Initial license is valid for six months (renewable for a period not to exceed two years); once a non-expiring license is issued, annual compliance documents (including fees) must be submitted at least 30 days before anniversary date each year.

Appeal process:

Outlined in WAC 110-03-0050 <https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

90

Legal processing time:

RCW 43.216.305 <https://app.leg.wa.gov/rcw/default.aspx?cite=43.216.305>

Streamlining opportunities:

- Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration.
- Examine opportunities to reduce/eliminate duplicate entry into two systems, minimizing delays in the processing applications and licenses/certifications (currently staff must enter data into two separate systems).
- Expected outcomes of the CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, and timely business practice execution and help in retaining staff.
- Eliminate CC fees (it is unknown if the infrastructure to manually collect and track licensing fees is cost effective).
- Establish a pre-licensing phase to be required of all applicants. The pre licensing phase would help applicants successfully navigate facility development and licensing processes and would include technical assistance on the following topics:
 - Feasibility assessment of site
 - Facility or site plan review
 - Guidance related to licensing requirements, including learning environments, health and safety, and curriculum
 - Comprehensive checklist of required documents
 - Information for providers interested in offering ECEAP programming who serve families receiving Working Connections Child Care.
 - This would ensure all applicants submit complete applications, reducing delays caused by missing information.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Data Unavailable

Certified Respite

Department of Children, Youth, and Families

Type: Certification

ID: 1040

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 74.15.030 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.030&pdf=true> WAC 110-148 <https://app.leg.wa.gov/WAC/default.aspx?cite=110-148>

Equity considerations:

- Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system.
- DCYF acknowledges the historic trauma inflicted by the child welfare system on Tribal communities, which pursued forced assimilation of Tribal people for over a century. Tribal communities were disrupted, erasing sacred traditions, languages, and cultures. Many children suffered abuse or were lost forever, with devastating intergenerational effects still felt today. Recognizing these truths and partnering with Tribes in decision making and program development is essential to honor Tribal resilience and foster healing and progress. This is just one of many reasons why we need high-quality licensing.
- Collecting demographic data is important to our data driven approach to address inequities in our system. Our current IT system of record, the State Automated Child Welfare Information System (SACWIS) was developed in 2000 and implemented in Washington State in 2007. This system is outdated and lacks the capabilities needed to support efficient data collection and analysis. The new planned Comprehensive Child Welfare Information System (CCWIS) will enhance our ability to make data driven decisions and implement targeted improvements to address inequities in the application and licensing process.
- Children of color, children from poor families, and children who identify as part of the LGBTQIA+ community are overrepresented in the Child Welfare System. DCYF is taking actionable steps to elevate the voices of individuals with lived experience as part of the policy and rule making process.
- DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf>
- Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays.
- Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban)
- Access (and skills) to technology and internet.
- WACs are provided only in English.
- Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

N/A

Comment:

N/A

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Fill out Inquiry form online or call 1-888-kids-414 or email licensing division team to get link to the caregiver application portal (paper application permitted). Information: <https://dcyf.wa.gov/services/foster-parenting/become-a-foster-parent/overview>

Requirements, additional actions, information, or documentation:

- 1.Applicant contacts Licensing Division and Regional Contact completes intake of family in the provider application portal.
- 2.Applicant completes forms through the provider application portal:
 - a.Application for Certified Respite Provider (DCYF 14-512)
 - b.Background Confirmation and Out of State Check (DCYF 15-460)
 - c.Certified Respite Provider Agreements (DCYF 14-510)
 - d.Infant Safety (Certified Respite) (DCYF 15-821A)
 - e.Tuberculosis (TB) Screening (DCYF 15-820)
 - f.Vaccination Agreements (Certified Respite) (DCYF 15-822A)
- 3.Applicant provides applicants verification through the provider application portal of:
 - a.Auto Insurance (Conditional)
 - b.Bloodborne Pathogens
 - c.CPR
 - d.First

Aide.Identificationf.Vaccine Exemption (Conditional)g.References (2)4.Licensors completes the assessment including review of all documentation, references/collaterals, and interviews.5.Licensing Division issues three-year certification.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted through the provider portal (also permitted: in person, mail, email).

Application/Submittal last updated:

01/2023

Review/Approval time:

90

Valid duration:

3 Years

Appeal process:

No appeal process

Analysis

Applications received:

37

Average processing time (all):

63

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

•Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration. •The new CCWIS system will eliminate duplicate entry for staff, minimizing delays in processing applications and licenses/certifications (currently staff must enter data into two separate systems).•Expected outcomes of a new CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, timely business practice execution and help in retaining staff. •Editing all forms to have a 8th grade reading level for ease of use - Anticipated rollout July 2025

Pending applications:

7

Backlog applications:

-99

Explanation:

Pending: Application is signed. Licensors is working with certified respite provider to complete certification process.Backlog: No backlog (applications are very rarely submitted as complete).

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

90

Certified School-Aged Child Care Providers

Department of Children, Youth, and Families

Type: Certification

ID: 1019

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 43.216.010 <https://app.leg.wa.gov/RCW/default.aspx?cite=43.216.010> WAC 110-300-0025 <https://app.leg.wa.gov/wac/default.aspx?cite=110-300-0025> WAC 110-301 <https://app.leg.wa.gov/WAC/default.aspx?cite=110-301>

Equity considerations:

- Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system.
- 60% of businesses in the childcare industry are minority owned, according to the US Small Business Administration. According to the Center for Study of Child Care Employment at the University of California, Berkeley, 40% of workers in centers and family homes identify as people of color, and historically, these workers are vastly underpaid and under-appreciated. Expecting Black and Brown women to do this work for very little, results in a continuation of the legacy of racism, bias, and barriers in the childcare industry. Including childcare providers in decisions that impact them is crucial.

- Collecting demographic data is important to our data driven approach to address inequities in our system. We are examining system enhancements to support efficient data collection and analysis. This will enhance our ability to make data driven decisions and implement targeted improvements to address inequities.
- Current child care fees disproportionately affect businesses owned by women of color. This places undue burden on these small businesses, which can further exacerbate the financial challenges they already face.
- DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf>
- Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays.
- Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban)
- Access (and skills) to technology and internet.
- WACs are provided only in English.
- Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2023

Comment:

\$125 per year for the first 12 children, plus \$12 per year for each additional child, up to the maximum number of children the facility is licensed to care for (the "licensed capacity"). The Department of Children, Youth, and Families (DCYF) sends annual fee notices to licensees about 90 days before the annual license fee is due. The fees are required to process applications and maintain the license.

Legal authority for fees:

RCW 43.216.300 <https://app.leg.wa.gov/rcw/default.aspx?cite=43.216.300> WAC 110-301-0401 <https://app.leg.wa.gov/WAC/default.aspx?cite=110-301-0401> WAC 110-301-0400 <https://app.leg.wa.gov/wac/default.aspx?cite=110-301-0400>

Application Information

Application process and form(s):

Information about how to become a provider: <https://www.dcyf.wa.gov/services/early-learning-providers/licensed-provider> Applications are submitted through the provider portal (also permitted: in person, mail, email). Login access is provided by DCYF. https://wa-del.my.site.com/PP_LoginPage

Requirements, additional actions, information, or documentation:

- Applicant completes online orientation
- Applicant begins fulfilling requirements of the application per WAC; works with local licensing office to complete all parts of application; submits application once all parts have been completed
- Licensor

conducts initial licensing inspection; if compliant, issues initial license, good for six months•After the initial license, licensor completes an initial-to-non-expiring license inspection at least two months before expiration. If compliant, a non-expiring license is issued•Non-expiring licenses are maintained with the annual compliance process before the anniversary date of the license each yearDocumentation RequiredOutlined in WAC 110-301-0400

<https://app.leg.wa.gov/WAC/default.aspx?cite=110-301-0400>

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted through the provider portal (also permitted: in person, mail, email).

Application/Submittal last updated:

01/2019

Review/Approval time:

90

Valid duration:

Initial license is valid for six months (renewable for a period not to exceed two years); once a non-expiring license is issued, annual compliance documents (including fees) must be submitted at least 30 days before anniversary date each year.

Appeal process:

Outlined in WAC 110-03-0050<https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

RCW 43.216.305 <https://app.leg.wa.gov/rcw/default.aspx?cite=43.216.305>

Streamlining opportunities:

- Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration.
- o Examine opportunities to reduce/eliminate duplicate entry into two systems, minimizing delays in the processing applications and licenses/certifications (currently staff must enter data into two separate systems).
- o Expected outcomes of the CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, and timely business practice execution and help in retaining staff.
- Eliminate CC fees (it is unknown if the infrastructure to manually collect and track licensing fees is cost effective).
- Establish a pre-licensing phase to be required of all applicants. The pre licensing phase would help applicants successfully navigate facility development and licensing processes and would include technical assistance on the following topics:
 - o Feasibility assessment of site
 - o Facility or site plan review
 - o Guidance related to licensing requirements, including learning environments, health and safety, and curriculum
 - o Comprehensive checklist of required documents
 - o Information for providers interested in offering ECEAP programming who serve families receiving Working Connections Child Care.
 - o This would ensure all applicants submit complete applications, reducing delays caused by missing information.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Data Unavailable

Child Care Center License

Department of Children, Youth, and Families

Type: License

ID: 1011

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 43.216.250 <https://app.leg.wa.gov/rcw/default.aspx?cite=43.216.250> WAC 110-300 <https://app.leg.wa.gov/wac/default.aspx?cite=110-300>

Equity considerations:

- Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system.
- 60% of businesses in the childcare industry are minority owned, according to the US Small Business Administration. According to the Center for Study of Child Care Employment at the University of California, Berkeley, 40% of workers in centers and family homes identify as people of color, and historically, these workers are vastly underpaid and under-appreciated. Expecting Black and Brown women to do this work for very little, results in a continuation of the legacy of racism, bias, and barriers in the childcare industry. Including childcare providers in decisions that impact them is crucial.

- Collecting demographic data is important to our data driven approach to address inequities in our system. We are examining system enhancements to support efficient data collection and analysis. This will enhance our ability to make data driven decisions and implement targeted improvements to address inequities.
- Current child care fees disproportionately affect businesses owned by women of color. This places undue burden on these small businesses, which can further exacerbate the financial challenges they already face.
- DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf>
- Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays.
- Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban)
- Access (and skills) to technology and internet.
- WACs are provided only in English.
- Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2023

Comment:

\$125 per year for the first 12 children, plus \$12 per year for each additional child, up to the maximum number of children the facility is licensed to care for (the "licensed capacity"). The Department of Children, Youth, and Families (DCYF) sends annual fee notices to licensees about 90 days before the annual license fee is due. The fees are required to process applications and maintain the license.

Legal authority for fees:

RCW 43.216.300 <https://app.leg.wa.gov/rcw/default.aspx?cite=43.216.300> WAC 110-300-0401 <https://app.leg.wa.gov/wac/default.aspx?cite=110-300&full=true#110-300-0401> WAC 110-300-0400 <https://app.leg.wa.gov/documents/Laws/WACPDF/WAC%20110%20%20TITLE/WAC%20>

Application Information

Application process and form(s):

Information about how to become a provider: <https://www.dcyf.wa.gov/services/early-learning-providers/licensed-provider> Applications are submitted through the provider portal (also permitted: in person, mail, email). Login access is provided by DCYF. https://wa-del.my.site.com/PP_LoginPage

Requirements, additional actions, information, or documentation:

- Applicant completes online orientation
- Applicant begins fulfilling requirements of the application per WAC; works with local licensing office to complete all parts of application; submits application once all parts have been completed
- Licenser conducts initial licensing inspection; if compliant, issues initial license, good for six months
- After initial license, licenser

completes an initial-to-non-expiring license inspection at least two months before expiration. If compliant, a non-expiring license is issued• Non-expiring licenses are maintained with the annual compliance process before the anniversary date of the license each yearDocumentation Required: Outlined in WAC 110-300-0400

<https://app.leg.wa.gov/wac/default.aspx?cite=110-300-0400>

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted through the provider portal (also permitted: in person, mail, email).

Application/Submittal last updated:

01/2019

Review/Approval time:

90 Days

Valid duration:

Initial license is valid for six months (renewable for a period not to exceed two years); once a non-expiring license is issued, annual compliance documents (including fees) must be submitted at least 30 days before anniversary date each year.

Appeal process:

Outlined in WAC 110-03-0050<https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

68

Average processing time (all):

53

Average processing time (completed):

-99

Legal processing time:

RCW 43.216.305 <https://app.leg.wa.gov/rcw/default.aspx?cite=43.216.305>

Streamlining opportunities:

- Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration.
- Examine opportunities to reduce/eliminate duplicate entry into two systems, minimizing delays in the processing applications and licenses/certifications (currently staff must enter data into two separate systems).
- Expected outcomes of the CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, and timely business practice execution and help in retaining staff.
- Eliminate CC fees (it is unknown if the infrastructure to manually collect and track licensing fees is cost effective).
- Establish a pre-licensing phase to be required of all applicants. The pre licensing phase would help applicants successfully navigate facility development and licensing processes and would include technical assistance on the following topics:
 - Feasibility assessment of site
 - Facility or site plan review
 - Guidance related to licensing requirements, including learning environments, health and safety, and curriculum
 - Comprehensive checklist of required documents
 - Information for providers interested in offering ECEAP programming who serve families receiving Working Connections Child Care.
- This would ensure all applicants submit complete applications, reducing delays caused by missing information.

Pending applications:

-99

Backlog applications:

-99

Explanation:

There were 9 applications pending on 12/31/2024 that resulted in a license being issued. There were a total of 90 applications that were either withdrawn or the application is still pending and the type of application is unknown because the type is not

Child Placing Agency License

Department of Children, Youth, and Families

Type: License

ID: 1036

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 74.15.030 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.030&pdf=true> WAC 110-147 <https://app.leg.wa.gov/wac/default.aspx?cite=110-147>

Equity considerations:

•Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system. •DCYF acknowledges the historic trauma inflicted by the child welfare system on Tribal communities, which pursued forced assimilation of Tribal people for over a century. Tribal communities were disrupted, erasing sacred traditions, languages, and cultures. Many children suffered abuse or were lost forever, with devastating intergenerational effects still felt today. Recognizing these truths and partnering with Tribes in decision making and program development is essential to honor Tribal resilience and foster healing and progress. This is just one of many reasons why we need high-quality licensing. •Collecting demographic data is important to our data driven approach to address inequities in our system. Our current IT system of record, the State Automated Child Welfare Information System (SACWIS) was developed in 2000 and implemented in Washington State in 2007. This system is outdated and lacks the capabilities needed to support efficient data collection and analysis. The new planned Comprehensive Child Welfare Information System (CCWIS) will enhance our ability to make data driven decisions and implement targeted improvements to address inequities in the application and licensing process. •Children of color, children from poor families, and children who identify as part of the LGBTQIA+ community are overrepresented in the Child Welfare System. DCYF is taking actionable steps to elevate the voices of individuals with lived experience as part of the policy and rule making process. •DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf> •Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban) •Access (and skills) to technology and internet. •WACs are provided only in English. •Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

N/A

Comment:

N/A

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Applicant contacts the Licensing Division: <https://www.dcyf.wa.gov/services/child-placing-agencies>

Requirements, additional actions, information, or documentation:

1.Applicant contacts Licensing Division and Lead Regional Licensors help the applicant navigate the process. 2.Lead Regional Licensors connect applicant with contractors to work out contract for child placing agency (if applicable).3.Lead Regional Licensors connect applicant with Binti to work out application portal for homes certified for foster care (if applicable).4.Applicant submits forms to Lead Regional Licensors:a.Application for Child Placing Agency (CPA) License DCYF 10-408b.Budget for Child Placing Agency (CPA) (DCYF 10-046) c. Staff Roster for Child Placing Agency (CPA) (DCYF 10-011) d.Policies and Procedures for Child Placing Agency (CPA) Foster Care (DCYF 10-045) or Policies and Procedures for Child Placing Agency (CPA) Adoption Only (DCYF 10-045A)5.Applicant provides documentation to Lead Regional Licensors: a.Business License b. Background Checks must be completed for all staff including management and volunteers/interns. c.Diploma, transcript, and/or resume listing work and education history for agency management.

d. Lead Regional Licensor completes the assessment including review of all documentation, references/collaterals, and site inspection to confirm all WAC licensing requirements are met. 6. Licensing Division issues three-year license.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Email, mail, in person

Application/Submittal last updated:

unknown

Review/Approval time:

120

Valid duration:

3 years

Appeal process:

Outlined in WAC 110-03-0050 <https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

RCW 74.15.100 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.100>

Streamlining opportunities:

• Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration. • The new CCWIS system will eliminate duplicate entry for staff, minimizing delays in processing applications and licenses/certifications (currently staff must enter data into two separate systems). • Expected outcomes of a new CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, timely business practice execution and help in retaining staff. • Adding to application portal • Work with contracts to develop a better process to avoid wait times • Streamline work so one administrator is over all CPA applications start through renewal and closure – Anticipated roll out Summer 2025

Pending applications:

-99

Explanation:

Data Unavailable

Backlog applications:

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

120

Child Placing Agency License (Renewal)

Department of Children, Youth, and Families

Type: License

ID: 1037

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 74.15.030 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.030&pdf=true> WAC 110-147 <https://app.leg.wa.gov/wac/default.aspx?cite=110-147>

Equity considerations:

•Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system. •DCYF acknowledges the historic trauma inflicted by the child welfare system on Tribal communities, which pursued forced assimilation of Tribal people for over a century. Tribal communities were disrupted, erasing sacred traditions, languages, and cultures. Many children suffered abuse or were lost forever, with devastating intergenerational effects still felt today. Recognizing these truths and partnering with Tribes in decision making and program development is essential to honor Tribal resilience and foster healing and progress. This is just one of many reasons why we need high-quality licensing. •Collecting demographic data is important to our data driven approach to address inequities in our system. Our current IT system of record, the State Automated Child Welfare Information System (SACWIS) was developed in 2000 and implemented in Washington State in 2007. This system is outdated and lacks the capabilities needed to support efficient data collection and analysis. The new planned Comprehensive Child Welfare Information System (CCWIS) will enhance our ability to make data driven decisions and implement targeted improvements to address inequities in the application and licensing process. •Children of color, children from poor families, and children who identify as part of the LGBTQIA+ community are overrepresented in the Child Welfare System. DCYF is taking actionable steps to elevate the voices of individuals with lived experience as part of the policy and rule making process. •DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf> •Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban) •Access (and skills) to technology and internet. •WACs are provided only in English. •Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

N/A

Comment:

N/A

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Provider sends application prior to expiration date by email, mail, or in person.

Requirements, additional actions, information, or documentation:

1.Applicant submits forms to Licensor, prior to expiration date:a.Application for Child Placing Agency (CPA) License DCYF 10-408b.Budget for Child Placing Agency (CPA) (DCYF 10-046) c. Staff Roster for Child Placing Agency (CPA) (DCYF 10-011) d.Policies and Procedures for Child Placing Agency (CPA) Foster Care (DCYF 10-045) or Policies and Procedures for Child Placing Agency (CPA) Adoption Only (DCYF 10-045A)2.Applicant provides documentation to Lead Regional Licensor:

a.Background Checks must be completed for all staff including management and volunteers/interns. b.Diploma, transcript, and/or resume listing work and education history for agency management. (If changes)c.Licensor completes the assessment including review of all documentation, collaterals, and site inspection to confirm all WAC licensing requirements are met.3.Licensing Division issues three-year license.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Email, mail, or in person.

Application/Submittal last updated:

unknown

Review/Approval time:

120

Valid duration:

3 years

Appeal process:

Outlined in WAC 110-03-0050 <https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

RCW 74.15.100 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.100>

Streamlining opportunities:

• Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration. • The new CCWIS system will eliminate duplicate entry for staff, minimizing delays in processing applications and licenses/certifications (currently staff must enter data into two separate systems). • Expected outcomes of a new CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, timely business practice execution and help in retaining staff. • Adding to application portal • Work with contracts to develop a better process to avoid wait times • Streamline work so one administrator is over all CPA applications start through renewal and closure – Anticipated roll out Summer 2025

Pending applications:

-99

Backlog applications:

-99

Explanation:

Data Unavailable Pending: If licensee does not apply prior to expiration date, the license is closed. If they apply prior to expiration date, they remain licensed and there is no interruption in their ability to use their license while working towards

CPA Child Specific License

Department of Children, Youth, and Families

Type: License

ID: 1023

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 74.15.030 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.030&pdf=true> WAC 110-148 (current) <https://app.leg.wa.gov/WAC/default.aspx?cite=110-148> WAC 110-149 (effective 06/30/2025)

Equity considerations:

- Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system.
- DCYF acknowledges the historic trauma inflicted by the child welfare system on Tribal communities, which pursued forced assimilation of Tribal people for over a century. Tribal communities were disrupted, erasing sacred traditions, languages, and cultures. Many children suffered abuse or were lost forever, with devastating intergenerational effects still felt today. Recognizing these truths and partnering with Tribes in decision making and program development is essential to honor Tribal resilience and foster healing and progress. This is just one of many reasons why we need high-quality licensing.
- Collecting demographic data is important to our data driven approach to address inequities in our system. Our current IT system of record, the State Automated Child Welfare Information System (SACWIS) was developed in 2000 and implemented in Washington State in 2007. This system is outdated and lacks the capabilities needed to support efficient data collection and analysis. The new planned Comprehensive Child Welfare Information System (CCWIS) will enhance our ability to make data driven decisions and implement targeted improvements to address inequities in the application and licensing process.
- Children of color, children from poor families, and children who identify as part of the LGBTQIA+ community are overrepresented in the Child Welfare System. DCYF is taking actionable steps to elevate the voices of individuals with lived experience as part of the policy and rule making process.
- DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf>
- Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays.
- Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban)
- Access (and skills) to technology and internet.
- WACs are provided only in English.
- Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

N/A

Comment:

N/A

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Applicant works with Child Placing Agency to apply through the caregiver application portal. Information: <https://dcyf.wa.gov/services/foster-parenting/become-a-foster-parent/licensing-process>

Requirements, additional actions, information, or documentation:

1. Applicant contacts Child Placing Agency who completes intake of family in the provider application portal.
2. Applicant completes forms through the provider application portal. Items marked with an * are identified as non-safety items and are typically waived for Kinship Licenses:
 - a. Home Study or Reassessment Application (DCYF 10-354)
 - b. Background Confirmation and Out of State Check (DCYF 15-460)
 - c. Personal Information Form (DCYF 15-276)
 - d. Applicant Medical Report – Confidential (Self Report) (DCYF 13-001A)
 - e. *Applicant Mental Health Report – Confidential (DCYF 13-001B) (Conditional)
 - f. *Financial Worksheet (DCYF 14-452)
 - g. WAC Agreements (DCYF 10-290)
 - h. Emergency and Evacuation Plan (DCYF 16-204)
 - i. *Pet Vaccination Agreement (DCYF 15-826)
 - j. *Tuberculosis (TB) Screening (DCYF 15-820)
 - k. Infant

Safety Agreement (DCYF 15-821)l.*Influenza Vaccination Agreement (DCYF 15-822)m.*Applicant Medical Report – Confidential (Medical Provider) (DCYF 13-001) (Conditional)n.*Authorization and Consent to Share Records (DCYF 15-824) (Conditional)o.Supervision Plan for Site Specific Conditions (DCYF 10-419) (Conditional)p.Authorization and Consent to Share Records (DCYF 15-824) (for children ages 16 & 17 in the home)q.Background Confirmation (DCYF 15-460) (for children ages 16 & 17 in the home)2.Applicants provide verification through the provider application portal. Items marked with an * are identified as non-safety items and are typically waived for Kinship Licenses:a.Identificationb.Auto Insurance (Conditional)c.Floor Pland.*First Aide.*Bloodborne Pathogensf.*CPRg.*Caregiver Core Trainingh.*Proof of Pertussis Vaccination (Conditional)i.*Private Well Water Test (Conditional)j.*Vaccine Exemption (Conditional)k.References (2)l.*Child Immunization Verification or Vaccine Exemption (Conditional)3.Other adults in the home complete forms through the provider application portal. Items marked with an * are identified as non-safety items and are typically waived for Kinship Licenses:a.Background Confirmation and Out of State Check (DCYF 15-460) b.Infant Safety Agreement (DCYF 15-821) c.*Tuberculosis (TB) Screening (DCYF 15-820)4.Other adults in the home provide verification through the provider application portal. Items marked with an * are identified as non-safety items and are typically waived for Kinship Licenses:a.Identificationb.Auto Insurance (Conditional)c.*First Aid (Conditional)d.*CPR (Conditional)e.*Bloodborne Pathogens (Conditional)f.*Proof of Pertussis Vaccination (Conditional)g.*Vaccine Exemption (Conditional)1.Child Placing Agency completes the assessment including review of all documentation, references/collaterals, home inspection, interviews, and writing a home study. 2.Child Placing Agency submits certification to Licensing Division. 3.Licensing Division issues three-year license.Applicant contacts Child Placing Agency who completes intake of family in the provider application portal.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted to Licensing Division through the provider portal only. (Child Placing Agency is permitted to accept in person, mail, email).

Application/Submittal last updated:

09/2023

Review/Approval time:

120

Valid duration:

3 Years

Appeal process:

Outlined in WAC 110-03-0050<https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

43

Average processing time (all):

156

Average processing time (completed):

-99

Legal processing time:

RCW 74.15.100 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.100>

Streamlining opportunities:

- Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration.
- The new CCWIS system will eliminate duplicate entry for staff, minimizing delays in processing applications and licenses/certifications (currently staff must enter data into two separate systems).
- Expected outcomes of a new CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, timely business practice execution and help in retaining staff.
- Creation of a new WAC

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

120

chapter specific to Kinship Licensing - Anticipated rollout June 30, 2025•Editing all forms to have a 8th grade reading level for ease of - Anticipated rollout June 30, 2025•Elimination of a number of required forms and documents for application process - - Anticipated rollout June 30, 2025•Updated and simplification of the home study process, form, and guide - Anticipated rollout June 30, 2025Updates to the application portal system to reduce time working in the system - - Anticipated rollout June 30, 2025

Pending applications:
18
Backlog applications:
-99

Explanation:
Pending: Application is signed. Licensor is working with Child Placing Agency to complete licensing process.Backlog: No backlog (applications are very rarely submitted as complete).

CPA Child Specific License (Amendment)

Department of Children, Youth, and Families

Type: License

ID: 1031

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD–WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 74.15.030 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.030&pdf=true> WAC 110-148 (current) <https://app.leg.wa.gov/WAC/default.aspx?cite=110-148> WAC 110-149 (effective 06/30/2025)

Equity considerations:

•Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system. •DCYF acknowledges the historic trauma inflicted by the child welfare system on Tribal communities, which pursued forced assimilation of Tribal people for over a century. Tribal communities were disrupted, erasing sacred traditions, languages, and cultures. Many children suffered abuse or were lost forever, with devastating intergenerational effects still felt today. Recognizing these truths and partnering with Tribes in decision making and program development is essential to honor Tribal resilience and foster healing and progress. This is just one of many reasons why we need high-quality licensing. •Collecting demographic data is important to our data driven approach to address inequities in our system. Our current IT system of record, the State Automated Child Welfare Information System (SACWIS) was developed in 2000 and implemented in Washington State in 2007. This system is outdated and lacks the capabilities needed to support efficient data collection and analysis. The new planned Comprehensive Child Welfare Information System (CCWIS) will enhance our ability to make data driven decisions and implement targeted improvements to address inequities in the application and licensing process. •Children of color, children from poor families, and children who identify as part of the LGBTQIA+ community are overrepresented in the Child Welfare System. DCYF is taking actionable steps to elevate the voices of individuals with lived experience as part of the policy and rule making process. •DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf> •Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays. •Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban) •Access (and skills) to technology and internet. •WACs are provided only in English. •Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

N/A

Comment:

N/A

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Applicants who do not access the portal work with Child Placing Agency to apply through the caregiver application portal.

Requirements, additional actions, information, or documentation:

1.Applicant must submit a move application prior the move. If not completed by 30 days (with children placed) or 90 days (no children placed), the license will close.2.Applicant completes forms through the provider application portal:a.Home Study or Reassessment Application (DCYF 10-354)b.Supervision Plan for Site Specific Conditions (DCYF 10-419) (Conditional)3.Child Placing Agency completes the assessment including review of all documentation, home inspection, and writes a move re-assessment. 4.Child Placing Agency submits certification to Licensing Division.5.Licensing Division issues amended license with the same expiration date as prior license.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted to Licensing Division through the provider portal only. (Child Placing Agency is permitted to accept in person, mail, email).

Application/Submittal last updated:

09/2023

Review/Approval time:

30 Days (if child is placed) or 90 Days (if no child is placed)

Valid duration:

Remainder of the prior 3 year license

Appeal process:

Outlined in WAC 110-03-0050 <https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

30

Legal processing time:

RCW 74.15.100 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.100>

Streamlining opportunities:

- Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration.
- The new CCWIS system will eliminate duplicate entry for staff, minimizing delays in processing applications and licenses/certifications (currently staff must enter data into two separate systems).
- Expected outcomes of a new CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, timely business practice execution and help in retaining staff.
- Creation of a new WAC chapter specific to Kinship Licensing - Anticipated rollout June 30, 2025
- Editing all forms to have a 8th grade reading level for ease of - Anticipated rollout June 30, 2025
- Elimination of a number of required forms and documents for application process - - Anticipated rollout June 30, 2025
- Updated and simplification of the home study process, form, and guide - Anticipated rollout June 30, 2025
- Updates to the application portal system to reduce time working in the system - - Anticipated rollout June 30, 2025

Pending applications:

-99

Backlog applications:

-99

Explanation:

Unable to get this data from our system. If the licensee does apply within required timelines, the license closes. If they apply within required timeframe, they remain licensed and there is no interruption in their ability to use their license while work

CPA Child Specific License (Expedited)

Department of Children, Youth, and Families

Type: License

ID: 1035

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 74.15.030 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.030&pdf=true> RCW 74.15.130 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.127> WAC 110-148 (current) <https://app.leg.wa.gov/WAC/default.aspx?cite=110-148>

Equity considerations:

- Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system.
- DCYF acknowledges the historic trauma inflicted by the child welfare system on Tribal communities, which pursued forced assimilation of Tribal people for over a century. Tribal communities were disrupted, erasing sacred traditions, languages, and cultures. Many children suffered abuse or were lost forever, with devastating intergenerational effects still felt today. Recognizing these truths and partnering with Tribes in decision making and program development is essential to honor Tribal resilience and foster healing and progress. This is just one of many reasons why we need high-quality licensing.
- Collecting demographic data is important to our data driven approach to address inequities in our system. Our current IT system of record, the State Automated Child Welfare Information System (SACWIS) was developed in 2000 and implemented in Washington State in 2007. This system is outdated and lacks the capabilities needed to support efficient data collection and analysis. The new planned Comprehensive Child Welfare Information System (CCWIS) will enhance our ability to make data driven decisions and implement targeted improvements to address inequities in the application and licensing process.
- Children of color, children from poor families, and children who identify as part of the LGBTQIA+ community are overrepresented in the Child Welfare System. DCYF is taking actionable steps to elevate the voices of individuals with lived experience as part of the policy and rule making process.
- DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf>
- Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays.
- Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban)
- Access (and skills) to technology and internet.
- WACs are provided only in English.
- Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

N/A

Comment:

N/A

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Applicant works with Child Placing Agency to apply through the caregiver application portal.

Requirements, additional actions, information, or documentation:

1. Applicant contacts Child Placing Agency who completes intake of family in the provider application portal.
2. Applicant completes forms through the provider application portal:
 - a. Home Study or Reassessment Application (DCYF 10-354)
 - b. Background Confirmation and Out of State Check (DCYF 15-460)
 - c. Infant Safety Agreement (DCYF 15-821)
 - d. Supervision Plan for Site Specific Conditions (DCYF 10-419) (Conditional)
 - e. Background Confirmation (DCYF 15-460) (for children ages 16 & 17 in the home)
3. Applicant provides applicants verification through the provider application portal of:
 - a. Identification
 - b. Auto Insurance (Conditional)
4. Other adults in the home complete forms through the provider application portal:
 - a. Background Confirmation and Out of State Check (DCYF 15-460)
 - b. Infant Safety Agreement

(DCYF 15-821) 5. Other adults in the home provide verification through the provider application portal of: a. Identification b. Auto Insurance (Conditional) 6. Child Placing Agency completes the assessment including review of all documentation and home inspection. 7. Child Placing Agency submits certification to Licensing Division. 8. Licensing Division issues Provisional 90-day license.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted to Licensing Division through the provider portal only. (Child Placing Agency is permitted to accept in person, mail, email).

Application/Submittal last updated:

09/2023

Review/Approval time:

40

Valid duration:

90 Days

Appeal process:

Outlined in WAC 110-03-0050 <https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

RCW 74.15.100 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.100> RCW 74.15.127 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.127>

Streamlining opportunities:

• Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration. • The new CCWIS system will eliminate duplicate entry for staff, minimizing delays in processing applications and licenses/certifications (currently staff must enter data into two separate systems). • Expected outcomes of a new CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, timely business practice execution and help in retaining staff. • Editing all forms to have a 8th grade reading level for ease of use - Anticipated rollout July 2026

Pending applications:

-99

Backlog applications:

-99

Explanation:

Pending: Application is signed. Licensor is working with applicants to complete licensing process. Backlog: No backlog (applications are very rarely submitted as complete).

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

40

CPA Child Specific License (Renewal)

Department of Children, Youth, and Families

Type: License

ID: 1027

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 74.15.030 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.030&pdf=true> WAC 110-148 (current) <https://app.leg.wa.gov/WAC/default.aspx?cite=110-148> WAC 110-149 (effective 06/30/2025)

Equity considerations:

•Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system. •DCYF acknowledges the historic trauma inflicted by the child welfare system on Tribal communities, which pursued forced assimilation of Tribal people for over a century. Tribal communities were disrupted, erasing sacred traditions, languages, and cultures. Many children suffered abuse or were lost forever, with devastating intergenerational effects still felt today. Recognizing these truths and partnering with Tribes in decision making and program development is essential to honor Tribal resilience and foster healing and progress. This is just one of many reasons why we need high-quality licensing. •Collecting demographic data is important to our data driven approach to address inequities in our system. Our current IT system of record, the State Automated Child Welfare Information System (SACWIS) was developed in 2000 and implemented in Washington State in 2007. This system is outdated and lacks the capabilities needed to support efficient data collection and analysis. The new planned Comprehensive Child Welfare Information System (CCWIS) will enhance our ability to make data driven decisions and implement targeted improvements to address inequities in the application and licensing process. •Children of color, children from poor families, and children who identify as part of the LGBTQIA+ community are overrepresented in the Child Welfare System. DCYF is taking actionable steps to elevate the voices of individuals with lived experience as part of the policy and rule making process. •DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf> •Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays. •Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban) •Access (and skills) to technology and internet. •WACs are provided only in English. •Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

N/A

Comment:

N/A

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Applicants receive automated notification to apply through the caregiver application portal. Applicants who do not access the portal work with Child Placing Agency to apply through the caregiver application portal.

Requirements, additional actions, information, or documentation:

1.Applicant must submit a renewal application prior to the expiration date, or the license will close.2.Applicant completes forms through the provider application portal. Items marked with an * are identified as non-safety items and are typically waived for Kinship Licenses:a.Home Study or Reassessment Application (DCYF 10-354)b.Background Confirmation and Out of State Check (DCYF 15-460)c.*Applicant Medical Report – Confidential (Self Report) (DCYF 13-001A)d.*Applicant Mental Health Report (DCYF 13-001B) (Conditional)e.*Financial Worksheet (DCYF 14-452)f.WAC Agreements (DCYF 10-290)g.Emergency and Evacuation Plan (DCYF 16-204)h.*Pet Vaccination Agreement (DCYF 15-826)i.Infant Safety Agreement (DCYF 15-821)j.*Influenza Vaccination Agreement (DCYF 15-822)k.*Applicant Medical Report – Confidential

(Medical Provider) (DCYF 13-001) (Conditional)l.Compliance Agreement (DCYF 10-248) (Conditional)m.Supervision Plan for Site Specific Conditions (DCYF 10-419) (Conditional)n.Authorization and Consent to Share Records (DCYF 15-824) (for children ages 16 & 17 in the home)o.Background Confirmation (DCYF 15-460) (for children ages 16 & 17 in the home)3.Applicant provides applicants verification through the provider application portal. Items marked with an * are identified as non-safety items and are typically waived for Kinship Licenses: a.Identificationb.Auto Insurance (Conditional)c.Floor Pland.*First Aide.*CPRf.*Private Well Water Test (Conditional)g.*Vaccine Exemption (Conditional)h.*Training hours – 24 hours of continuing education creditsi.*Child Immunization Verification or Vaccine Exemption (Conditional)j.Other adults in the home compete forms through the provider application portal. Items marked with an * are identified as non-safety items and are typically waived for Kinship Licenses:k.Background Confirmation and Out of State Check (DCYF 15-460) l.Infant Safety Agreement (DCYF 15-821) m.Other adults in the home provide verification through the provider application portal. Items marked with an * are identified as non-safety items and are typically waived for Kinship Licenses:n.Identificationo.*Auto Insurance (Conditional)p.*First Aid (Conditional)q.*CPR (Conditional)4.Child Placing Agency completes the assessment including review of all documentation, collaterals, home inspection, interviews, and writes a re-assessment. 5.Child Placing Agency submits certification to Licensing Division.6.Licensing Division issues three-year license.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted to Licensing Division through the provider portal only. (Child Placing Agency is permitted to accept in person, mail, email).

Application/Submittal last updated:

09/2023

Review/Approval time:

90 Days

Valid duration:

3 Years

Appeal process:

Outlined in WAC 110-03-0050<https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

1

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

RCW 74.15.100 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.100>

Streamlining opportunities:

- Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration.
- The new CCWIS system will eliminate duplicate entry for staff, minimizing delays in processing applications and licenses/certifications (currently staff must enter data into two separate systems).
- Expected outcomes of a new CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, timely business practice execution and help in retaining staff.
- Creation of a new WAC chapter specific to Kinship Licensing - Anticipated rollout June 30, 2025
- Editing all forms to have a 8th grade reading level for ease of - Anticipated rollout June 30, 2025
- Elimination of a number of required forms and documents for application process - - Anticipated rollout June 30, 2025
- Updated and simplification of the home study process, form, and guide - Anticipated rollout June 30, 2025
- Updates to the application portal system to reduce time working in the system - -

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

90

Anticipated rollout June 30, 2025

Pending applications:

0

Backlog applications:

-99

Explanation:

Pending: If licensee does not apply prior to expiration date, the license is closed. If they apply prior to expiration date, they remain licensed and there is no interruption in their ability to use their license while working towards approval. Backlog

CPA Foster Home License

Department of Children, Youth, and Families

Type: License

ID: 1021

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/o400.htm RCW 74.15.030 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.030&pdf=true> WAC 110-148 <https://app.leg.wa.gov/WAC/default.aspx?cite=110-148>

Equity considerations:

- Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system.
- DCYF acknowledges the historic trauma inflicted by the child welfare system on Tribal communities, which pursued forced assimilation of Tribal people for over a century. Tribal communities were disrupted, erasing sacred traditions, languages, and cultures. Many children suffered abuse or were lost forever, with devastating intergenerational effects still felt today. Recognizing these truths and partnering with Tribes in decision making and program development is essential to honor Tribal resilience and foster healing and progress. This is just one of many reasons why we need high-quality licensing.
- Collecting demographic data is important to our data driven approach to address inequities in our system. Our current IT system of record, the State Automated Child Welfare Information System (SACWIS) was developed in 2000 and implemented in Washington State in 2007. This system is outdated and lacks the capabilities needed to support efficient data collection and analysis. The new planned Comprehensive Child Welfare Information System (CCWIS) will enhance our ability to make data driven decisions and implement targeted improvements to address inequities in the application and licensing process.
- Children of color, children from poor families, and children who identify as part of the LGBTQIA+ community are overrepresented in the Child Welfare System. DCYF is taking actionable steps to elevate the voices of individuals with lived experience as part of the policy and rule making process.
- DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf>
- Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays.
- Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban)
- Access (and skills) to technology and internet.
- WACs are provided only in English.
- Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

N/A

Comment:

N/A

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Applicant works with Child Placing Agency to apply through the caregiver application portal. Information:

<https://dcyf.wa.gov/services/foster-parenting/become-a-foster-parent/licensing-process>

Requirements, additional actions, information, or documentation:

- 1.Applicant contacts Child Placing Agency who completes intake of family in the provider application portal.
- 2.Applicant completes forms through the provider application portal:
 - 1.Home Study or Reassessment Application (DCYF 10-354)
 - 2.Background Confirmation and Out of State Check (DCYF 15-460)
 - 3.Personal Information Form (DCYF 15-276)
 - 4.Applicant Medical Report – Confidential (Self Report) (DCYF 13-001A)
 - 5.Applicant Mental Health Report – Confidential (DCYF 13-001B) (Conditional)
 - 6.Financial Worksheet (DCYF 14-452)
 - 7.WAC Agreements (DCYF 10-290)
 - 8.Emergency and Evacuation Plan (DCYF 16-204)
 - 9.Pet Vaccination Agreement (DCYF 15-826)
 - 10.Tuberculosis

(TB) Screening (DCYF 15-820)11. Infant Safety Agreement (DCYF 15-821)12. Influenza Vaccination Agreement (DCYF 15-822)13. Applicant Medical Report – Confidential (Medical Provider) (DCYF 13-001) (Conditional)14. Authorization and Consent to Share Records (DCYF 15-824) (Conditional)15. Supervision Plan for Site Specific Conditions (DCYF 10-419) (Conditional)16. Authorization and Consent to Share Records (DCYF 15-824) (for children ages 16 & 17 in the home)17. Background Confirmation (DCYF 15-460) (for children ages 16 & 17 in the home)3. Applicant provides applicants verification through the provider application portal of:1. Identification2. Auto Insurance (Conditional)3. Floor Plan4. First Aid5. Bloodborne Pathogens6. CPR7. Caregiver Core Training8. Proof of Pertussis Vaccination (Conditional)9. Private Well Water Test (Conditional)10. Vaccine Exemption (Conditional)11. References (2)12. Child Immunization Verification or Vaccine Exemption (Conditional)4. Other adults in the home complete forms through the provider application portal:1. Background Confirmation and Out of State Check (DCYF 15-460)2. Infant Safety Agreement (DCYF 15-821)3. Tuberculosis (TB) Screening (DCYF 15-820)5. Other adults in the home provide verification through the provider application portal of:1. Identification2. Auto Insurance (Conditional)3. First Aid (Conditional)4. CPR (Conditional)5. Bloodborne Pathogens (Conditional)6. Proof of Pertussis Vaccination (Conditional)7. Vaccine Exemption (Conditional)6. Child Placing Agency completes the assessment including review of all documentation, references/collaterals, home inspection, interviews, and writing a home study.7. Child Placing Agency submits certification to Licensing Division.8. Licensing Division issues three-year license.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted to Licensing Division through the provider portal only. (Child Placing Agency is permitted to accept in person, mail, email).

Application/Submittal last updated:

09/2023

Review/Approval time:

120

Valid duration:

3 Years

Appeal process:

Outlined in WAC 110-03-0050 <https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

355

Average processing time (all):

178

Average processing time (completed):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

120

Legal processing time:

RCW 74.15.100 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.100>

Streamlining opportunities:

- Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration.
- The new CCWIS system will eliminate duplicate entry for staff, minimizing delays in processing applications and licenses/certifications (currently staff must enter data into two separate systems).
- Expected outcomes of a new CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, timely business practice execution and help in retaining staff.
- In the middle of Negotiate Rule Making – Anticipated rollout July 2026
- Editing all forms to have a 8th grade reading level for ease of use - Anticipated rollout July 2026
- Evaluation of required forms and documents for application process - Anticipated rollout July 2026
- Review and update of the home study process, form, and guide - Anticipated rollout July 2026
- Updates to the

application portal system to reduce time working in the system - Anticipated rollout July 2027

Pending applications:	Explanation: Pending: Application is signed. Licensor is working with Child Placing Agency to complete licensing process.Backlog: No backlog (applications are very rarely submitted as complete).
109	
Backlog applications:	
-99	

CPA Foster Home License (Amendment)

Department of Children, Youth, and Families

Type: License

ID: 1030

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 74.15.030 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.030&pdf=true> WAC 110-148 <https://app.leg.wa.gov/WAC/default.aspx?cite=110-148>

Equity considerations:

•Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system. •DCYF acknowledges the historic trauma inflicted by the child welfare system on Tribal communities, which pursued forced assimilation of Tribal people for over a century. Tribal communities were disrupted, erasing sacred traditions, languages, and cultures. Many children suffered abuse or were lost forever, with devastating intergenerational effects still felt today. Recognizing these truths and partnering with Tribes in decision making and program development is essential to honor Tribal resilience and foster healing and progress. This is just one of many reasons why we need high-quality licensing. •Collecting demographic data is important to our data driven approach to address inequities in our system. Our current IT system of record, the State Automated Child Welfare Information System (SACWIS) was developed in 2000 and implemented in Washington State in 2007. This system is outdated and lacks the capabilities needed to support efficient data collection and analysis. The new planned Comprehensive Child Welfare Information System (CCWIS) will enhance our ability to make data driven decisions and implement targeted improvements to address inequities in the application and licensing process. •Children of color, children from poor families, and children who identify as part of the LGBTQIA+ community are overrepresented in the Child Welfare System. DCYF is taking actionable steps to elevate the voices of individuals with lived experience as part of the policy and rule making process. •DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf> •Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays. •Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban) •Access (and skills) to technology and internet. •WACs are provided only in English. •Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

N/A

Comment:

N/A

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Applicants who do not access the portal work with Child Placing Agency to apply through the caregiver application portal.

Requirements, additional actions, information, or documentation:

- 1.Applicant must submit a move application prior the move. If not completed by 30 days (with children placed) or 90 days (no children placed), the license will close.
- 2.Applicant completes forms through the provider application portal:
 - a.Home Study or Reassessment Application (DCYF 10-354)
 - b.Supervision Plan for Site Specific Conditions (DCYF 10-419) (Conditional)
- 3.Applicants provide verification through the provider application portal:
 - a.Floor Plan
- 4.Child Placing Agency completes the assessment including review of all documentation, home inspection, and writes a move re-assessment.
5. Child Placing Agency submits certification to Licensing Division.
6. Licensing Division issues amended license with the same expiration date as prior license.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted to Licensing Division through the provider portal only. (Child Placing Agency is permitted to accept in person, mail, email).

Application/Submittal last updated:

09/2023

Review/Approval time:

30 Days (if child is placed) or 90 Days (if no child is placed)

Valid duration:

Remainder of the prior 3 year license

Appeal process:

Outlined in WAC 110-03-0050 <https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

RCW 74.15.100 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.100>

Streamlining opportunities:

• Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration. • The new CCWIS system will eliminate duplicate entry for staff, minimizing delays in processing applications and licenses/certifications (currently staff must enter data into two separate systems). • Expected outcomes of a new CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, timely business practice execution and help in retaining staff. • In the middle of Negotiate Rule Making – Anticipated rollout July 2026 • Editing all forms to have a 8th grade reading level for ease of use - Anticipated rollout July 2026 • Evaluation of required forms and documents for application process - Anticipated rollout July 2026 • Review and update of the renewal process, form, and guide - Anticipated rollout July 2026 • Updates to the application portal system to reduce time working in the system - Anticipated rollout July 2026

Pending applications:

-99

Backlog applications:

-99

Explanation:

Unable to get this data from our system. If the licensee does apply within required timelines, the license closes. If they apply within required timeframe, they remain licensed and there is no interruption in their ability to use their license while work

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

30

CPA Foster Home License (Expedited)

Department of Children, Youth, and Families

Type: License

ID: 1034

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 74.15.030 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.030&pdf=true> RCW 74.15.130 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.127> WAC 110-148 <https://app.leg.wa.gov/WAC/default.aspx?cite=110-148>

Equity considerations:

•Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system. •DCYF acknowledges the historic trauma inflicted by the child welfare system on Tribal communities, which pursued forced assimilation of Tribal people for over a century. Tribal communities were disrupted, erasing sacred traditions, languages, and cultures. Many children suffered abuse or were lost forever, with devastating intergenerational effects still felt today. Recognizing these truths and partnering with Tribes in decision making and program development is essential to honor Tribal resilience and foster healing and progress. This is just one of many reasons why we need high-quality licensing. •Collecting demographic data is important to our data driven approach to address inequities in our system. Our current IT system of record, the State Automated Child Welfare Information System (SACWIS) was developed in 2000 and implemented in Washington State in 2007. This system is outdated and lacks the capabilities needed to support efficient data collection and analysis. The new planned Comprehensive Child Welfare Information System (CCWIS) will enhance our ability to make data driven decisions and implement targeted improvements to address inequities in the application and licensing process. •Children of color, children from poor families, and children who identify as part of the LGBTQIA+ community are overrepresented in the Child Welfare System. DCYF is taking actionable steps to elevate the voices of individuals with lived experience as part of the policy and rule making process. •DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf> •Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays. •Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban) •Access (and skills) to technology and internet. •WACs are provided only in English. •Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

N/A

Comment:

N/A

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Applicant works with Child Placing Agency to apply through the caregiver application portal.

Requirements, additional actions, information, or documentation:

1.Applicant contacts Child Placing Agency who completes intake of family in the provider application portal.2.Applicant completes forms through the provider application portal:a.Home Study or Reassessment Application (DCYF 10-354)b.Background Confirmation and Out of State Check (DCYF 15-460)c.Infant Safety Agreement (DCYF 15-821)d.Supervision Plan for Site Specific Conditions (DCYF 10-419) (Conditional)e.Background Confirmation (DCYF 15-460) (for children ages 16 & 17 in the home)3.Applicant provides applicants verification through the provider application portal of:a.Identificationb.Auto Insurance (Conditional)4.Other adults in the home complete forms through the provider application portal:a.Background Confirmation and Out of State Check (DCYF 15-460) b.Infant Safety Agreement

(DCYF 15-821) 5. Other adults in the home provide verification through the provider application portal of: a. Identification b. Auto Insurance (Conditional) 6. Child Placing Agency completes the assessment including review of all documentation and home inspection. 7. Child Placing Agency submits certification to Licensing Division. 8. Licensing Division issues Provisional 90-day license.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted to Licensing Division through the provider portal only. (Child Placing Agency is permitted to accept in person, mail, email).

Application/Submittal last updated:

09/2023

Review/Approval time:

40

Valid duration:

90 Days

Appeal process:

Outlined in WAC 110-03-0050 <https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

RCW 74.15.100 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.100> RCW 74.15.127 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.127>

Streamlining opportunities:

• Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration. • The new CCWIS system will eliminate duplicate entry for staff, minimizing delays in processing applications and licenses/certifications (currently staff must enter data into two separate systems). • Expected outcomes of a new CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, timely business practice execution and help in retaining staff. • Editing all forms to have a 8th grade reading level for ease of use - Anticipated rollout July 2026

Pending applications:

-99

Backlog applications:

-99

Explanation:

Pending: Application is signed. Licensor is working with applicants to complete licensing process. Backlog: No backlog (applications are very rarely submitted as complete).

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

40

CPA Foster Home License (Renewal)

Department of Children, Youth, and Families

Type: License

ID: 1026

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 74.15.030 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.030&pdf=true> WAC 110-148 <https://app.leg.wa.gov/WAC/default.aspx?cite=110-148>

Equity considerations:

- Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system.
- DCYF acknowledges the historic trauma inflicted by the child welfare system on Tribal communities, which pursued forced assimilation of Tribal people for over a century. Tribal communities were disrupted, erasing sacred traditions, languages, and cultures. Many children suffered abuse or were lost forever, with devastating intergenerational effects still felt today. Recognizing these truths and partnering with Tribes in decision making and program development is essential to honor Tribal resilience and foster healing and progress. This is just one of many reasons why we need high-quality licensing.
- Collecting demographic data is important to our data driven approach to address inequities in our system. Our current IT system of record, the State Automated Child Welfare Information System (SACWIS) was developed in 2000 and implemented in Washington State in 2007. This system is outdated and lacks the capabilities needed to support efficient data collection and analysis. The new planned Comprehensive Child Welfare Information System (CCWIS) will enhance our ability to make data driven decisions and implement targeted improvements to address inequities in the application and licensing process.
- Children of color, children from poor families, and children who identify as part of the LGBTQIA+ community are overrepresented in the Child Welfare System. DCYF is taking actionable steps to elevate the voices of individuals with lived experience as part of the policy and rule making process.
- DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf>
- Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays.
- Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban)
- Access (and skills) to technology and internet.
- WACs are provided only in English.
- Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

N/A

Comment:

N/A

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Applicants receive automated notification to apply through the caregiver application portal. Applicants who do not access the portal work with Child Placing Agency to apply through the caregiver application portal.

Requirements, additional actions, information, or documentation:

- 1.Applicant must submit a renewal application prior to the expiration date, or the license will close.
- 2.Applicant competes forms through the provider application portal:
 - a.Home Study or Reassessment Application (DCYF 10-354)
 - b.Background Confirmation and Out of State Check (DCYF 15-460)
 - c.Applicant Medical Report – Confidential (Self Report) (DCYF 13-001A)
 - d.Applicant Mental Health Report (DCYF 13-001B) (Conditional)
 - e.Financial Worksheet (DCYF 14-452)
 - f.WAC Agreements (DCYF 10-290)
 - g.Emergency and Evacuation Plan (DCYF 16-204)
 - h.Pet Vaccination Agreement (DCYF 15-826)
 - i.Infant Safety Agreement (DCYF 15-821)
 - j.Influenza Vaccination Agreement (DCYF 15-822)
 - k.Applicant Medical Report – Confidential (Medical Provider) (DCYF 13-001) (Conditional)
 - l.Compliance Agreement (DCYF 10-248)

(Conditional)m.Supervision Plan for Site Specific Conditions (DCYF 10-419) (Conditional)n.Authorization and Consent to Share Records (DCYF 15-824) (for children ages 16 & 17 in the home)o.Background Confirmation (DCYF 15-460) (for children ages 16 & 17 in the home)3.Applicant provides applicants verification through the provider application portal of:

a.Identificationb.Auto Insurance (Conditional)c.Floor Pland.First Aide.CPRf.Private Well Water Test (Conditional)g.Vaccine Exemption (Conditional)h.Training hours – 24 hours of continuing education creditsi.Child Immunization Verification or Vaccine Exemption (Conditional)4.Other adults in the home compete forms through the provider application portal:a.Background Confirmation and Out of State Check (DCYF 15-460) b.Infant Safety Agreement (DCYF 15-821) 5.Other adults in the home provide verification through the provider application portal of:a.Identificationb.Auto Insurance (Conditional)c.First Aid (Conditional)d.CPR (Conditional)6.Child Placing Agency completes the assessment including review of all documentation, collaterals, home inspection, interviews, and writes a re-assessment. Child Placing Agency submits certification to Licensing Division.7.Licensing Division issues three-year license.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted to Licensing Division through the provider portal only. (Child Placing Agency is permitted to accept in person, mail, email).

Application/Submittal last updated:

09/2023

Review/Approval time:

90 Days

Valid duration:

3 Years

Appeal process:

Outlined in WAC 110-03-0050<https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

225

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

RCW 74.15.100 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.100>

Streamlining opportunities:

- Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration.
- The new CCWIS system will eliminate duplicate entry for staff, minimizing delays in processing applications and licenses/certifications (currently staff must enter data into two separate systems).
- Expected outcomes of a new CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, timely business practice execution and help in retaining staff.
- In the middle of Negotiate Rule Making – Anticipated rollout July 2026
- Editing all forms to have a 8th grade reading level for ease of use - Anticipated rollout July 2026
- Evaluation of required forms and documents for application process - Anticipated rollout July 2026
- Review and update of the renewal process, form, and guide - Anticipated rollout July 2026
- Updates to the application portal system to reduce time working in the system - Anticipated rollout July 2026

Pending applications:

Explanation:

77

Backlog applications:

-99

Pending: If licensee does not apply prior to expiration date, the license is closed. If they apply prior to expiration date, they remain licensed and there is no interruption in their ability to use their license while working towards approval. Backlog

Family Home Child Care License

Department of Children, Youth, and Families

Type: License

ID: 1012

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 43.216.250 <https://app.leg.wa.gov/rcw/default.aspx?cite=43.216.250> WAC 110-300 <https://app.leg.wa.gov/wac/default.aspx?cite=110-300>

Equity considerations:

- Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system.
- 60% of businesses in the childcare industry are minority owned, according to the US Small Business Administration. According to the Center for Study of Child Care Employment at the University of California, Berkeley, 40% of workers in centers and family homes identify as people of color, and historically, these workers are vastly underpaid and under-appreciated. Expecting Black and Brown women to do this work for very little, results in a continuation of the legacy of racism, bias, and barriers in the childcare industry. Including childcare providers in decisions that impact them is crucial.

- Collecting demographic data is important to our data driven approach to address inequities in our system. We are examining system enhancements to support efficient data collection and analysis. This will enhance our ability to make data driven decisions and implement targeted improvements to address inequities.
- Current child care fees disproportionately affect businesses owned by women of color. This places undue burden on these small businesses, which can further exacerbate the financial challenges they already face.
- DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf>
- Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays.
- Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban)
- Access (and skills) to technology and internet.
- WACs are provided only in English.
- Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

30

Credential fee:

-99

Fee last changed:

07/2023

Comment:

The Department of Children, Youth, and Families (DCYF) sends annual fee notices to licensees about 90 days before the annual license fee is due. The fees are required to process applications and maintain the license.

Legal authority for fees:

RCW 43.216.300 <https://app.leg.wa.gov/rcw/default.aspx?cite=43.216.300> WAC 110-300-0401 <https://app.leg.wa.gov/wac/default.aspx?cite=110-300&full=true#110-300-0401> WAC 110-300-0400 <https://app.leg.wa.gov/documents/Laws/WACPDF/WAC%20110%20%20TITLE/WAC%20110-300-0400.pdf>

Application Information

Application process and form(s):

Information about how to become a provider: <https://www.dcyf.wa.gov/services/early-learning-providers/licensed-provider> Applications are submitted through the provider portal (also permitted: in person, mail, email). Login access is provided by DCYF. https://wa-del.my.site.com/PP_LoginPage

Requirements, additional actions, information, or documentation:

- Applicant completes online orientation
- Applicant begins fulfilling requirements of the application per WAC; works with local licensing office to complete all parts of application; submits application once all parts have been completed
- Licensor conducts initial licensing inspection; if compliant, issues initial license, good for six months
- After initial license, licensor completes an initial-to-non-expiring license inspection at least two months before expiration. If compliant, a non-expiring license is issued
- Non-expiring licenses are maintained with the annual compliance process before the anniversary date of

the license each yearDocumentation Required: Outlined in WAC 110-300-0400

<https://app.leg.wa.gov/wac/default.aspx?cite=110-300-0400>

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted through the provider portal (also permitted: in person, mail, email).

Application/Submittal last updated:

01/2019

Review/Approval time:

90 Days

Valid duration:

Initial license is valid for six months (renewable for a period not to exceed two years); once a non-expiring license is issued, annual compliance documents (including fees) must be submitted at least 30 days before anniversary date each year.

Appeal process:

Outlined in WAC 110-03-0050<https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

403

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

53

Recommended processing time:

90

Average processing time (completed):

-99

Legal processing time:

RCW 43.216.305 <https://app.leg.wa.gov/rcw/default.aspx?cite=43.216.305>

Streamlining opportunities:

• Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration. oExamine opportunities to reduce/eliminate duplicate entry into two systems, minimizing delays in the processing applications and licenses/certifications (currently staff must enter data into two separate systems). oExpected outcomes of the CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, and timely business practice execution and help in retaining staff. • Eliminate CC fees (it is unknown if the infrastructure to manually collect and track licensing fees is cost effective) • Establish a pre-licensing phase to be required of all applicants. The pre licensing phase would help applicants successfully navigate facility development and licensing processes and would include technical assistance on the following topics: oFeasibility assessment of siteoFacility or site plan reviewo Guidance related to licensing requirements, including learning environments, health and safety, and curriculumoComprehensive checklist of required documentsoInformation for providers interested in offering ECEAP programming who serve families receiving Working Connections Child Care. oThis would ensure all applicants submit complete applications, reducing delays caused by missing information.

Pending applications:

-99

Backlog applications:

-99

Explanation:

There were 94 applications pending on 12/31/2024 that resulted in a license being issued. There were a total of 90 applications that were either withdrawn or the application is still pending and the type of application is unknown because the type is not

Family, Friends, and Neighbors Provider (license-exempt)

Department of Children, Youth, and Families

Type: Other

ID: 1015

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/o400.htm RCW 43.216.065 <https://app.leg.wa.gov/RCW/default.aspx?cite=43.216.065> WAC 110-16 <https://app.leg.wa.gov/WAC/default.aspx?cite=110-16>

Equity considerations:

- Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system.
- 60% of businesses in the childcare industry are minority owned, according to the US Small Business Administration. According to the Center for Study of Child Care Employment at the University of California, Berkeley, 40% of workers in centers and family homes identify as people of color, and historically, these workers are vastly underpaid and under-appreciated. Expecting Black and Brown women to do this work for very little, results in a continuation of the legacy of racism, bias, and barriers in the childcare industry. Including childcare providers in decisions that impact them is crucial.

- Collecting demographic data is important to our data driven approach to address inequities in our system. We are examining system enhancements to support efficient data collection and analysis. This will enhance our ability to make data driven decisions and implement targeted improvements to address inequities.
- DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf>
- Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays.
- Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban)
- Access (and skills) to technology and internet.
- WACs are provided only in English.
- Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

N/A

Comment:

N/A

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Information about how to become a provider: <https://dcyf.wa.gov/services/early-learning-providers/ffn>

Applications are submitted through the provider portal (also permitted: in person, mail, email). <https://wa-del.my.salesforce-sites.com/ffnregistration>

Requirements, additional actions, information, or documentation:

Application steps

- Meet WCCC subsidy requirements of chapter 110-15 WAC
- Create user profile in WA compass and MERIT
- Complete DCYF electronic Attendance Tracking Training
- Subsidy Billing and Payment Training
- Submit Registration via FFN registration
- FFN and any required household members complete Portable Background Checks.
- FFN is determined eligible for payment to start.
- FFN completes required trainings.

Documentation Required

- Copy of SS card
- Non-expired government ID
- Background Check
- Trainings to be completed within 90 days from the date of subsidy authorization:

For non-relative and Cousin FFN providers

- DCYF Approved Health & Safety Training Online Portal
- DCYF Safe Sleep Training Online Portal
- First Aid, Infant CPR, and Bloodborne Pathogens The Imagine Institute website
- Subsidy Billing Training
- Subsidy Information
- Electronic Attendance System Training

DCYF student portal

For Relative-FFN Providers

- Subsidy Billing Training
- Subsidy Information
- DCYF Electronic Attendance

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted through the provider portal (also permitted: in person, mail, email).

Application/Submittal last updated:

09/2020

Review/Approval time:

90 Days

Valid duration:

No expiration Once they have been approved they do not have to submit a new application even if when adding a new child. If they return after a break in providing care, they simply update their account.

Appeal process:

Outlined in WAC 110-06-0090 <https://app.leg.wa.gov/WAC/default.aspx?cite=110-06-0090&pdf=true>

Analysis

Applications received:

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

-99

Recommended processing time:

90

Average processing time (completed):

-99

Legal processing time:

There are no statutory or regulatory authority governing the length of time the agency must process applications for FFN.

Streamlining opportunities:

·Changes in data system to streamline and improve efficiency.·Revisions to the FFN webpage.·Offering application materials and concise description of FFN and options in different languages could reduce barriers.·Collaboration with WCCC (subsidy) to provide information to the caregiver when the welcome letter is sent to the parent.

Pending applications:

-99

Explanation:

Data Unavailable

Backlog applications:

-99

Group Care Facility License

Department of Children, Youth, and Families

Type: License

ID: 1038

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICEShttps://www.ssa.gov/OP_Home/ssact/title04/0400.htmRCW 74.15.030<https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.030&pdf=true>WAC 110-145<https://app.leg.wa.gov/WAC/default.aspx?cite=110-145>

Equity considerations:

- Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system.
- DCYF acknowledges the historic trauma inflicted by the child welfare system on Tribal communities, which pursued forced assimilation of Tribal people for over a century. Tribal communities were disrupted, erasing sacred traditions, languages, and cultures. Many children suffered abuse or were lost forever, with devastating intergenerational effects still felt today. Recognizing these truths and partnering with Tribes in decision making and program development is essential to honor Tribal resilience and foster healing and progress. This is just one of many reasons why we need high-quality licensing.
- Collecting demographic data is important to our data driven approach to address inequities in our system. Our current IT system of record, the State Automated Child Welfare Information System (SACWIS) was developed in 2000 and implemented in Washington State in 2007. This system is outdated and lacks the capabilities needed to support efficient data collection and analysis. The new planned Comprehensive Child Welfare Information System (CCWIS) will enhance our ability to make data driven decisions and implement targeted improvements to address inequities in the application and licensing process.
- Children of color, children from poor families, and children who identify as part of the LGBTQIA+ community are overrepresented in the Child Welfare System. DCYF is taking actionable steps to elevate the voices of individuals with lived experience as part of the policy and rule making process.
- DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf>
- Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban)
- Access (and skills) to technology and internet.
- WACs are provided only in English.
- Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

N/A

Comment:

N/A

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Applicant contacts the Licensing Division: <https://www.dcyf.wa.gov/services/group-care>

Requirements, additional actions, information, or documentation:

- 1.Applicant contacts Licensing Division and Lead Regional Licensors help the applicant navigate the process.
- 2.Lead Regional Licensors connect applicant with contracts to work out contract for Group Care License (if applicable).
- 3.Applicant submits form to Lead Regional Licensors:[a.APPLICATION FOR GROUP CARE LICENSE DCYF 10-408B](#)
- 4.Applicant provides documentation to Lead Regional Licensors:
 - a.Articles of incorporation (if applicable)
 - b.Program description outlining the educational, recreational, and therapeutic services (if any) to be provided to a child and the child's family. For residential services, include a schedule of typical daily activities for persons in care and a statement of religious practices if any.
 - c.Policies and procedures
 - d.Documentation of compliance with local ordinance, documents that the site has been secured for use (building codes and zoning)
 - e.Employment, education history, resumes, and criminal history check of persons charged with active agency management on forms prescribed by DCYF
 - f.Preservice training program for initial

licenseg.Water test report if water supply is from a private source (residential programs)h.A floor plan of the facility drawn to scale (residential programs). A simple sketch is sufficient; blueprints are not required. Must include location of smoke detectors, carbon monoxide (CO) detectors, and fire extinguishersi.Discipline practices (behavior management training)j.List of staff, including staff background checksk.Resume listing work and education history for agency management.5.Lead Regional Licenssor completes the assessment including review of all documentation, references/collaterals, and site inspection to confirm all WAC licensing requirements are met.6.Licensing Division issues three-year license.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Email, mail, or in person.

Application/Submittal last updated:

unknown

Review/Approval time:

120

Valid duration:

3 years

Appeal process:

Outlined in WAC 110-03-0050<https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

RCW 74.15.100 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.100>

Streamlining opportunities:

- Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration.
- The new CCWIS system will eliminate duplicate entry for staff, minimizing delays in processing applications and licenses/certifications (currently staff must enter data into two separate systems).
- Expected outcomes of a new CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, timely business practice execution and help in retaining staff.
- Adding to application portal
- Work with contracts to develop a better process to avoid wait times

Pending applications:

-99

Explanation:

Data Unavailable

Backlog applications:

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

120

Group Care Facility License (Renewal)

Department of Children, Youth, and Families

Type: License

ID: 1039

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 74.15.030 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.030&pdf=true> WAC 110-145 <https://app.leg.wa.gov/WAC/default.aspx?cite=110-145>

Equity considerations:

•Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system. •DCYF acknowledges the historic trauma inflicted by the child welfare system on Tribal communities, which pursued forced assimilation of Tribal people for over a century. Tribal communities were disrupted, erasing sacred traditions, languages, and cultures. Many children suffered abuse or were lost forever, with devastating intergenerational effects still felt today. Recognizing these truths and partnering with Tribes in decision making and program development is essential to honor Tribal resilience and foster healing and progress. This is just one of many reasons why we need high-quality licensing. •Collecting demographic data is important to our data driven approach to address inequities in our system. Our current IT system of record, the State Automated Child Welfare Information System (SACWIS) was developed in 2000 and implemented in Washington State in 2007. This system is outdated and lacks the capabilities needed to support efficient data collection and analysis. The new planned Comprehensive Child Welfare Information System (CCWIS) will enhance our ability to make data driven decisions and implement targeted improvements to address inequities in the application and licensing process. •Children of color, children from poor families, and children who identify as part of the LGBTQIA+ community are overrepresented in the Child Welfare System. DCYF is taking actionable steps to elevate the voices of individuals with lived experience as part of the policy and rule making process. •DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf> •Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban) •Access (and skills) to technology and internet. •WACs are provided only in English. •Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

N/A

Comment:

N/A

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Provider sends application prior to expiration date by email, mail, or in person.

Requirements, additional actions, information, or documentation:

1.Applicant must submit a renewal application prior to the expiration date. 2.Applicant submits form to Licensor:a.APPLICATION FOR GROUP CARE LICENSE DCYF 10-408B3.Applicant provides documentation to Lead Regional Licensor: a.Articles of incorporation (if applicable)b.Program description outlining the educational, recreational, and therapeutic services (if any) to be provided to a child and the child's family. For residential services, include a schedule of typical daily activities for persons in care and a statement of religious practices if any.c.Policies and proceduresd.Documentation of compliance with local ordinance, documents that the site has been secured for use (building codes and zoning)e.Employment, education history, resumes, and criminal history check of persons charged with active agency management on forms prescribed by DCYFf.Preservice training program for initial licenseg.Water test report if water supply is from a private source (residential programs)h.A floor plan of the facility drawn to scale (residential

programs). A simple sketch is sufficient; blueprints are not required. Must include location of smoke detectors, carbon monoxide (CO) detectors, and fire extinguishers. Discipline practices (behavior management training). List of staff, including staff background checks. Licensors complete the assessment including review of all documentation, collaterals, and site inspection to confirm all WAC licensing requirements are met. Licensing Division issues three-year license.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Email, mail, or in person.

Application/Submittal last updated:

unknown

Review/Approval time:

120

Valid duration:

3 years

Appeal process:

Outlined in WAC 110-03-0050 <https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

RCW 74.15.100 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.100>

Streamlining opportunities:

- Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration.
- The new CCWIS system will eliminate duplicate entry for staff, minimizing delays in processing applications and licenses/certifications (currently staff must enter data into two separate systems).
- Expected outcomes of a new CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, timely business practice execution and help in retaining staff.
- Adding to application portal
- Work with contracts to develop a better process to avoid wait times

Pending applications:

-99

Backlog applications:

-99

Explanation:

Data Unavailable Pending: If licensee does not apply prior to expiration date, the license is closed. If they apply prior to expiration date, they remain licensed and there is no interruption in their ability to use their license while working towards

Kinship Care (unlicensed)

Department of Children, Youth, and Families

Type: Other

ID: 1041

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICEShttps://www.ssa.gov/OP_Home/ssact/title04/0400.htmRCW 74.15.030<https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.030&pdf=true>

Equity considerations:

•Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system. •DCYF acknowledges the historic trauma inflicted by the child welfare system on Tribal communities, which pursued forced assimilation of Tribal people for over a century. Tribal communities were disrupted, erasing sacred traditions, languages, and cultures. Many children suffered abuse or were lost forever, with devastating intergenerational effects still felt today. Recognizing these truths and partnering with Tribes in decision making and program development is essential to honor Tribal resilience and foster healing and progress. This is just one of many reasons why we need high-quality licensing. •Collecting demographic data is important to our data driven approach to address inequities in our system. Our current IT system of record, the State Automated Child Welfare Information System (SACWIS) was developed in 2000 and implemented in Washington State in 2007. This system is outdated and lacks the capabilities needed to support efficient data collection and analysis. The new planned Comprehensive Child Welfare Information System (CCWIS) will enhance our ability to make data driven decisions and implement targeted improvements to address inequities in the application and licensing process. •Children of color, children from poor families, and children who identify as part of the LGBTQIA+ community are overrepresented in the Child Welfare System. DCYF is taking actionable steps to elevate the voices of individuals with lived experience as part of the policy and rule making process. •DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf> •Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays. •Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban) •Access (and skills) to technology and internet. •WACs are provided only in English. •Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

N/A

Comment:

N/A

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Referral to the Licensing Division comes from Child Welfare identifying a kinship placement or potential placement for a child. Licensing Division reaches out to applicant to provide link to the caregiver application portal (paper application permitted).

Requirements, additional actions, information, or documentation:

- 1.Kinship Notification Unit Specialist (KNU) contacts and completes intake of family in the provider application portal.
- 2.KNU collects, verifies, or initiates background checks for all household members.
- 3.KNU offers and issues non-renewable 90-day Initial License based on background checks if child is already placed in the home.
- 4.Licensors work with applicants to support them in completing kinship care requirements.
- 5.Applicant completes forms through the provider application portal:
 - a.Home Study or Reassessment Application (DCYF 10-354)
 - b.Background Confirmation and Out of State Check (DCYF 15-460)
 - c.Personal Information Form (DCYF 15-276)
 - d.Applicant Medical Report – Confidential (Self Report) (DCYF 13-001A)
 - e.Applicant Mental Health Report – Confidential (DCYF 13-001B) (Conditional)
 - f.Emergency and

Evacuation Plan (DCYF 16-204)g.Infant Safety Agreement (DCYF 15-821)h.Applicant Medical Report – Confidential (Medical Provider) (DCYF 13-001) (Conditional)i.Authorization and Consent to Share Records (DCYF 15-824) (Conditional)j.Supervision Plan for Site Specific Conditions (DCYF 10-419) (Conditional)k.Authorization and Consent to Share Records (DCYF 15-824) (for children ages 16 & 17 in the home)l.Background Confirmation (DCYF 15-460) (for children ages 16 & 17 in the home)2.Applicants provide verification through the provider application portal:a.Identificationb.Auto Insurance (Conditional)c.Floor Pland.References (2)3.Other adults in the home complete forms through the provider application portal:a.Background Confirmation and Out of State Check (DCYF 15-460)

b.Infant Safety Agreement (DCYF 15-821) 4.Other adults in the home provide verification through the provider application portal:a.Identificationb.Auto Insurance (Conditional)5.Licensors completes the assessment including review of all documentation, references/collaterals, home inspection, interviews, and writing a home study. 6.Licensors sends approval letter and Unlicensed ID Card to applicant

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted through the provider portal (also permitted: in person, mail, email).

Application/Submittal last updated:

01/2023

Review/Approval time:

120

Valid duration:

No expiration

Appeal process:

No appeal process

Analysis

Applications received:

113

Average processing time (all):

113

Average processing time (completed):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

120

Legal processing time:

N/A

Streamlining opportunities:

• Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration. • The new CCWIS system will eliminate duplicate entry for staff, minimizing delays in processing applications and licenses/certifications (currently staff must enter data into two separate systems). • Expected outcomes of a new CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, timely business practice execution and help in retaining staff. • Reallocate work so assigned worker can spend more time supporting applicant through the process - Anticipated roll out Summer 2025 Editing all forms to have a 8th grade reading level for ease of - Anticipated rollout June 30, 2025 • Elimination of a number of required forms and documents for application process - - Anticipated rollout June 30, 2025 • Updated and simplification of the home study process, form, and guide - Anticipated rollout June 30, 2025 • Updates to the application portal system to reduce time working in the system - - Anticipated rollout June 30, 2025

Pending applications:

Explanation:

4

Backlog applications:

-99

Pending: Application is signed. Licensor is working with applicant to complete approval process. Backlog: No backlog (applications are very rarely submitted as complete).

Outdoor Nature Based Child Care License

Department of Children, Youth, and Families

Type: License

ID: 1013

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 43.216.250
<https://app.leg.wa.gov/rcw/default.aspx?cite=43.216.250> WAC 110-302 <https://app.leg.wa.gov/WAC/default.aspx?cite=110-302>

Equity considerations:

- Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system.
- 60% of businesses in the childcare industry are minority owned, according to the US Small Business Administration. According to the Center for Study of Child Care Employment at the University of California, Berkeley, 40% of workers in centers and family homes identify as people of color, and historically, these workers are vastly underpaid and under-appreciated. Expecting Black and Brown women to do this work for very little, results in a continuation of the legacy of racism, bias, and barriers in the childcare industry. Including childcare providers in decisions that impact them is crucial.

- Collecting demographic data is important to our data driven approach to address inequities in our system. We are examining system enhancements to support efficient data collection and analysis. This will enhance our ability to make data driven decisions and implement targeted improvements to address inequities.
- Current child care fees disproportionately affect businesses owned by women of color. This places undue burden on these small businesses, which can further exacerbate the financial challenges they already face.
- DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf>
- Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays.
- Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban)
- Access (and skills) to technology and internet.
- WACs are provided only in English.
- Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2023

Comment:

\$125 per year for the first 12 children, plus \$12 per year for each additional child, up to the maximum number of children the facility is licensed to care for (the "licensed capacity"). The Department of Children, Youth, and Families (DCYF) sends annual fee notices to licensees about 90 days before the annual license fee is due. The fees are required to process applications and maintain the license.

Legal authority for fees:

RCW 43.216.300 <https://app.leg.wa.gov/rcw/default.aspx?cite=43.216.300> WAC 110-302-0401 <https://app.leg.wa.gov/wac/default.aspx?cite=110-302-0401> WAC 110-302-0400 <https://app.leg.wa.gov/wac/default.aspx?cite=110-302-0400>

Application Information

Application process and form(s):

Information about how to become a provider: <https://www.dcyf.wa.gov/services/early-learning-providers/licensed-provider> Applications are submitted through the provider portal (also permitted: in person, mail, email). Login access is provided by DCYF. https://wa-del.my.site.com/PP_LoginPage

Requirements, additional actions, information, or documentation:

- Applicant completes online orientation
- Applicant begins fulfilling requirements of the application per WAC; works with local licensing office to complete all parts of application; submits application once all parts have been completed
- Licensor conducts initial licensing inspection; if compliant, issues initial license, good for six months
- After the initial license, the

licensor attempts to complete an initial-to-non-expiring license inspection at least two months before expiration. If compliant, a non-expiring license is issued within 6 months. (Rationale behind “attempt”: it can take extra time for travel, address any noncompliance or technical assistance issues, and rechecks. A provider does not need to be 100% compliant at the time of the inspection to move to a non-expiring license.)Non-expiring licenses are maintained with the annual compliance process before the anniversary date of the license each yearDocumentation Required•Completed Outdoor Nature-Based Child Care License or Certification Application https://www.dcyf.wa.gov/forms?field_number_value=15-835&title=•ONB Initial Checklist for Applicant[https://www.dcyf.wa.gov/forms?field_number_value=15-841&title=•Benefit-Risk Assessment and Mitigation Development for Outdoor Nature-Based \(ONB\) Child Care Programs](https://www.dcyf.wa.gov/forms?field_number_value=15-841&title=•Benefit-Risk Assessment and Mitigation Development for Outdoor Nature-Based (ONB) Child Care Programs) https://www.dcyf.wa.gov/forms?field_number_value=15-716&title=•Other documents as outlined on WAC 110-302-0400 <https://app.leg.wa.gov/WAC/default.aspx?cite=110-302-0400>

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted through the provider portal (also permitted: in person, mail, email).

Application/Submittal last updated:

01/2019

Review/Approval time:

90 Days

Valid duration:

Initial license is valid for six months (renewable for a period not to exceed two years); once a non-expiring license is issued, annual compliance documents (including fees) must be submitted at least 30 days before anniversary date each year.

Appeal process:

Outlined in WAC 110-03-0050<https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

3

Average processing time (all):

38

Average processing time (completed):

-99

Legal processing time:

RCW 43.216.305 <https://app.leg.wa.gov/rcw/default.aspx?cite=43.216.305>

Streamlining opportunities:

•Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration. oExamine opportunities to reduce/eliminate duplicate entry into two systems, minimizing delays in the processing applications and licenses/certifications (currently staff must enter data into two separate systems). oExpected outcomes of the CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, and timely business practice execution and help in retaining staff. •Eliminate CC fees (it is unknown if the infrastructure to manually collect and track licensing fees is cost effective)•Establish a pre-licensing phase to be required of all applicants. The pre licensing phase would help applicants successfully navigate facility development and licensing processes and would include technical assistance on the following topics: oFeasibility assessment of siteoFacility or site plan reviewo Guidance related to licensing requirements, including learning environments, health and safety, and curriculumoComprehensive checklist of required documentsoInformation for providers interested in offering ECEAP programming who serve families receiving Working Connections Child Care. oThis would ensure all applicants submit complete applications, reducing delays caused by missing information.

Pending applications:

Explanation:

-99

Backlog applications:

-99

There was 1 application pending on 12/31/2024 that resulted in a license being issued. There were a total of 90 applications that were either withdrawn or the application is still pending and the type of application is unknown because the type is not cap

School-Aged Child Care License

Department of Children, Youth, and Families

Type: License

ID: 1014

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 43.216.250 <https://app.leg.wa.gov/rcw/default.aspx?cite=43.216.250> WAC 110-301 <https://app.leg.wa.gov/WAC/default.aspx?cite=110-301>

Equity considerations:

- Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system.
- 60% of businesses in the childcare industry are minority owned, according to the US Small Business Administration. According to the Center for Study of Child Care Employment at the University of California, Berkeley, 40% of workers in centers and family homes identify as people of color, and historically, these workers are vastly underpaid and under-appreciated. Expecting Black and Brown women to do this work for very little, results in a continuation of the legacy of racism, bias, and barriers in the childcare industry. Including childcare providers in decisions that impact them is crucial.

- Collecting demographic data is important to our data driven approach to address inequities in our system. We are examining system enhancements to support efficient data collection and analysis. This will enhance our ability to make data driven decisions and implement targeted improvements to address inequities.
- Current child care fees disproportionately affect businesses owned by women of color. This places undue burden on these small businesses, which can further exacerbate the financial challenges they already face.
- DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf>
- Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays.
- Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban)
- Access (and skills) to technology and internet.
- WACs are provided only in English.
- Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2023

Comment:

\$125 per year for the first 12 children, plus \$12 per year for each additional child, up to the maximum number of children the facility is licensed to care for (the "licensed capacity"). The Department of Children, Youth, and Families (DCYF) sends annual fee notices to licensees about 90 days before the annual license fee is due. The fees are required to process applications and maintain the license.

Legal authority for fees:

RCW 43.216.300 <https://app.leg.wa.gov/rcw/default.aspx?cite=43.216.300> WAC 110-301-0401 <https://app.leg.wa.gov/WAC/default.aspx?cite=110-301-0401> WAC 110-301-0400 <https://app.leg.wa.gov/wac/default.aspx?cite=110-301-0400>

Application Information

Application process and form(s):

Information about how to become a provider: <https://www.dcyf.wa.gov/services/early-learning-providers/licensed-provider> Applications are submitted through the provider portal (also permitted: in person, mail, email). Login access is provided by DCYF. https://wa-del.my.site.com/PP_LoginPage

Requirements, additional actions, information, or documentation:

- Applicant completes online orientation
- Applicant begins fulfilling requirements of the application per WAC; works with local licensing office to complete all parts of application; submits application once all parts have been completed
- Licensor conducts initial licensing inspection; if compliant, issues initial license, good for six months
- After the initial license, licensor

completes an initial-to-non-expiring license inspection at least two months before expiration. If compliant, a non-expiring license is issued. Non-expiring licenses are maintained with the annual compliance process before the anniversary date of the license each year. Documentation Required Outlined in WAC 110-301-0400

<https://app.leg.wa.gov/WAC/default.aspx?cite=110-301-0400>

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted through the provider portal (also permitted: in person, mail, email).

Application/Submittal last updated:

01/2019

Review/Approval time:

90 days

Valid duration:

Initial license is valid for six months (renewable for a period not to exceed two years); once a non-expiring license is issued, annual compliance documents (including fees) must be submitted at least 30 days before anniversary date each year.

Appeal process:

Outlined in WAC 110-03-0050 <https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

47

Average processing time (all):

52

Average processing time (completed):

-99

Legal processing time:

RCW 43.216.305 <https://app.leg.wa.gov/rcw/default.aspx?cite=43.216.305>

Streamlining opportunities:

• Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration. o Examine opportunities to reduce/eliminate duplicate entry into two systems, minimizing delays in the processing applications and licenses/certifications (currently staff must enter data into two separate systems). o Expected outcomes of the CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, and timely business practice execution and help in retaining staff. • Eliminate CC fees (it is unknown if the infrastructure to manually collect and track licensing fees is cost effective). • Establish a pre-licensing phase to be required of all applicants. The pre licensing phase would help applicants successfully navigate facility development and licensing processes and would include technical assistance on the following topics: o Feasibility assessment of site o Facility or site plan review o Guidance related to licensing requirements, including learning environments, health and safety, and curriculum o Comprehensive checklist of required documents o Information for providers interested in offering ECEAP programming who serve families receiving Working Connections Child Care. o This would ensure all applicants submit complete applications, reducing delays caused by missing information.

Pending applications:

-99

Backlog applications:

-99

Explanation:

There were 10 applications pending on 12/31/2024 that resulted in a license being issued. There were a total of 90 applications that were either withdrawn or the application is still pending and the type of application is unknown because the type is not

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

90

State Child Specific License

Department of Children, Youth, and Families

Type: License

ID: 1022

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD–WELFARE SERVICEShttps://www.ssa.gov/OP_Home/ssact/title04/0400.htmRCW 74.15.030<https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.030&pdf=true>WAC 110-148 (current)<https://app.leg.wa.gov/WAC/default.aspx?cite=110-148>WAC 110-149 (effective 06/30/2025)

Equity considerations:

- Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system.
- DCYF acknowledges the historic trauma inflicted by the child welfare system on Tribal communities, which pursued forced assimilation of Tribal people for over a century. Tribal communities were disrupted, erasing sacred traditions, languages, and cultures. Many children suffered abuse or were lost forever, with devastating intergenerational effects still felt today. Recognizing these truths and partnering with Tribes in decision making and program development is essential to honor Tribal resilience and foster healing and progress. This is just one of many reasons why we need high-quality licensing.
- Collecting demographic data is important to our data driven approach to address inequities in our system. Our current IT system of record, the State Automated Child Welfare Information System (SACWIS) was developed in 2000 and implemented in Washington State in 2007. This system is outdated and lacks the capabilities needed to support efficient data collection and analysis. The new planned Comprehensive Child Welfare Information System (CCWIS) will enhance our ability to make data driven decisions and implement targeted improvements to address inequities in the application and licensing process.
- Children of color, children from poor families, and children who identify as part of the LGBTQIA+ community are overrepresented in the Child Welfare System. DCYF is taking actionable steps to elevate the voices of individuals with lived experience as part of the policy and rule making process.
- DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf>
- Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays.
- Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban)
- Access (and skills) to technology and internet.
- WACs are provided only in English.
- Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

N/A

Comment:

N/A

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Referral to the Licensing Division comes from Child Welfare identifying a kinship placement or potential placement for a child. Licensing Division reaches out to applicant to provide link to the caregiver application portal (paper application permitted).

Requirements, additional actions, information, or documentation:

- 1.Kinship Notification Unit Specialist (KNU) contacts and completes intake of family in the provider application portal.
- 2.KNU collects, verifies, or initiates background checks for all household members.
- 3.KNU offers and issues non-renewable 90-day Initial License based on background checks if child is already placed in the home.
- 4.Licensors work with applicants to support them in completing kinship licensing requirements per WAC.
- 5.Applicant completes forms through the provider application portal. Items marked with an * are identified as non-safety items and are typically waived for Kinship Licenses:

- 1.Home Study or Reassessment Application (DCYF 10-354)
- 2.Background Confirmation and Out of State Check

(DCYF 15-460)3. Personal Information Form (DCYF 15-276)4. Applicant Medical Report – Confidential (Self Report) (DCYF 13-001A)5. *Applicant Mental Health Report – Confidential (DCYF 13-001B) (Conditional)6. *Financial Worksheet (DCYF 14-452)7. WAC Agreements (DCYF 10-290)8. Emergency and Evacuation Plan (DCYF 16-204)9. *Pet Vaccination Agreement (DCYF 15-826)10. *Tuberculosis (TB) Screening (DCYF 15-820)11. Infant Safety Agreement (DCYF 15-821)12. *Influenza Vaccination Agreement (DCYF 15-822)13. *Applicant Medical Report – Confidential (Medical Provider) (DCYF 13-001) (Conditional)14. *Authorization and Consent to Share Records (DCYF 15-824) (Conditional)15. Supervision Plan for Site Specific Conditions (DCYF 10-419) (Conditional)16. Authorization and Consent to Share Records (DCYF 15-824) (for children ages 16 & 17 in the home)17. Background Confirmation (DCYF 15-460) (for children ages 16 & 17 in the home)6. Applicants provide verification through the provider application portal. Items marked with an * are identified as non-safety items and are typically waived for Kinship Licenses:1. Identification2. Auto Insurance (Conditional)3. Floor Plan4. *First Aid5. *Bloodborne Pathogens6. *CPR7. *Caregiver Core Training8. *Proof of Pertussis Vaccination (Conditional)9. *Private Well Water Test (Conditional)10. *Vaccine Exemption (Conditional)11. References (2)12. *Child Immunization Verification or Vaccine Exemption (Conditional)7. Other adults in the home complete forms through the provider application portal. Items marked with an * are identified as non-safety items and are typically waived for Kinship Licenses:1. Background Confirmation and Out of State Check (DCYF 15-460)2. Infant Safety Agreement (DCYF 15-821)3. *Tuberculosis (TB) Screening (DCYF 15-820)8. Other adults in the home provide verification through the provider application portal. Items marked with an * are identified as non-safety items and are typically waived for Kinship Licenses:1. Identification2. Auto Insurance (Conditional)3. *First Aid (Conditional)4. *CPR (Conditional)5. *Bloodborne Pathogens (Conditional)6. *Proof of Pertussis Vaccination (Conditional)7. *Vaccine Exemption (Conditional)9. Licensors complete the assessment including review of all documentation, references/collaterals, home inspection, interviews, and writing a home study.10. Licensing Division issues three-year license

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted through the provider portal (also permitted: in person, mail, email).

Application/Submittal last updated:

01/2023

Review/Approval time:

120

Valid duration:

3 Years

Appeal process:

Outlined in WAC 110-03-0050 <https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

1369

Average processing time (all):

128

Average processing time (completed):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

120

Legal processing time:

RCW 74.15.100 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.100>

Streamlining opportunities:

- Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration.
- The new CCWIS system will eliminate duplicate entry for staff, minimizing delays in processing applications and licenses/certifications (currently staff must enter data into two separate systems).
- Expected outcomes of a new CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of

information and documentation, timely business practice execution and help in retaining staff. •Streamline work so one worker manages the family from start through renewal and closure – Anticipated roll out Summer 2025 •Reallocate work so assigned worker can spend more time supporting applicant through the process - Anticipated roll out Summer 2025 •Creation of a new WAC chapter specific to Kinship Licensing - Anticipated rollout June 30, 2025 •Editing all forms to have a 8th grade reading level for ease of - Anticipated rollout June 30, 2025 •Elimination of a number of required forms and documents for application process - - Anticipated rollout June 30, 2025 •Updated and simplification of the home study process, form, and guide - Anticipated rollout June 30, 2025 Updates to the application portal system to reduce time working in the system - - Anticipated rollout June 30, 2025

Pending applications:
262
Backlog applications:
-99

Explanation:
Pending: Application is signed. Licensor is working with applicants to complete licensing process. Backlog: No backlog (applications are very rarely submitted as complete).

State Child Specific License (Amendment)

Department of Children, Youth, and Families

Type: License

ID: 1029

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICEShttps://www.ssa.gov/OP_Home/ssact/title04/0400.htmRCW 74.15.030<https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.030&pdf=true>WAC 110-148 (current)<https://app.leg.wa.gov/WAC/default.aspx?cite=110-148>WAC 110-149 (effective 06/30/2025)

Equity considerations:

- Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system.
- DCYF acknowledges the historic trauma inflicted by the child welfare system on Tribal communities, which pursued forced assimilation of Tribal people for over a century. Tribal communities were disrupted, erasing sacred traditions, languages, and cultures. Many children suffered abuse or were lost forever, with devastating intergenerational effects still felt today. Recognizing these truths and partnering with Tribes in decision making and program development is essential to honor Tribal resilience and foster healing and progress. This is just one of many reasons why we need high-quality licensing.
- Collecting demographic data is important to our data driven approach to address inequities in our system. Our current IT system of record, the State Automated Child Welfare Information System (SACWIS) was developed in 2000 and implemented in Washington State in 2007. This system is outdated and lacks the capabilities needed to support efficient data collection and analysis. The new planned Comprehensive Child Welfare Information System (CCWIS) will enhance our ability to make data driven decisions and implement targeted improvements to address inequities in the application and licensing process.
- Children of color, children from poor families, and children who identify as part of the LGBTQIA+ community are overrepresented in the Child Welfare System. DCYF is taking actionable steps to elevate the voices of individuals with lived experience as part of the policy and rule making process.
- DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf>
- Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays.
- Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban)
- Access (and skills) to technology and internet.
- WACs are provided only in English.
- Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

N/A

Comment:

N/A

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Applicants apply through the caregiver application portal. Applicants who do not access the portal communicate with their licensor to apply (paper application permitted).

Requirements, additional actions, information, or documentation:

- 1.Applicant must submit a move application prior the move. If not completed by 30 days (with children placed) or 90 days (no children placed), the license will close.
- 2.Applicant completes forms through the provider application portal:
 - a.Home Study or Reassessment Application (DCYF 10-354)
 - b.Supervision Plan for Site Specific Conditions (DCYF 10-419) (Conditional)
- 3.Licensors complete the assessment including review of all documentation, home inspection, and writes a move re-assessment.
- 4.Licensors complete the assessment including review of all documentation, home inspection, and writes a move re-assessment.
5. Licensing Division issues amended license with the same expiration date as prior license.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted through the provider portal (also permitted: in person, mail, email).

Application/Submittal last updated:

01/2023

Review/Approval time:

30 Days (if child is placed) or 90 Days (if no child is placed)

Valid duration:

Remainder of the prior 3 year license

Appeal process:Outlined in WAC 110-03-0050 <https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>**Analysis****Applications received:**

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:RCW 74.15.100 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.100>**Streamlining opportunities:**

• Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration. • The new CCWIS system will eliminate duplicate entry for staff, minimizing delays in processing applications and licenses/certifications (currently staff must enter data into two separate systems). • Expected outcomes of a new CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, timely business practice execution and help in retaining staff. • Streamline work so one worker manages the family from start through renewal and closure – Anticipated roll out Summer 2025 • Reallocate work so assigned worker can spend more time supporting applicant through the process - Anticipated roll out Summer 2025 • Creation of a new WAC chapter specific to Kinship Licensing - Anticipated rollout June 30, 2025 • Editing all forms to have a 8th grade reading level for ease of - Anticipated rollout June 30, 2025 • Elimination of a number of required forms and documents for application process - - Anticipated rollout June 30, 2025 • Updated and simplification of the home study process, form, and guide - Anticipated rollout June 30, 2025 • Updates to the application portal system to reduce time working in the system - - Anticipated rollout June 30, 2025

Pending applications:

-99

Backlog applications:

-99

Explanation:

Unable to get this data from our system. If the licensee does apply within required timelines, the license closes. If they apply within required timeframe, they remain licensed and there is no interruption in their ability to use their license while work

State Child Specific License (Expedited)

Department of Children, Youth, and Families

Type: License

ID: 1033

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 74.15.030 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.030&pdf=true> RCW 74.15.130 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.127> WAC 110-148 (current) <https://app.leg.wa.gov/WAC/default.aspx?cite=110-148>

Equity considerations:

- Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system.
- DCYF acknowledges the historic trauma inflicted by the child welfare system on Tribal communities, which pursued forced assimilation of Tribal people for over a century. Tribal communities were disrupted, erasing sacred traditions, languages, and cultures. Many children suffered abuse or were lost forever, with devastating intergenerational effects still felt today. Recognizing these truths and partnering with Tribes in decision making and program development is essential to honor Tribal resilience and foster healing and progress. This is just one of many reasons why we need high-quality licensing.
- Collecting demographic data is important to our data driven approach to address inequities in our system. Our current IT system of record, the State Automated Child Welfare Information System (SACWIS) was developed in 2000 and implemented in Washington State in 2007. This system is outdated and lacks the capabilities needed to support efficient data collection and analysis. The new planned Comprehensive Child Welfare Information System (CCWIS) will enhance our ability to make data driven decisions and implement targeted improvements to address inequities in the application and licensing process.
- Children of color, children from poor families, and children who identify as part of the LGBTQIA+ community are overrepresented in the Child Welfare System. DCYF is taking actionable steps to elevate the voices of individuals with lived experience as part of the policy and rule making process.
- DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf>
- Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays.
- Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban)
- Access (and skills) to technology and internet.
- WACs are provided only in English.
- Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

N/A

Comment:

N/A

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Referral to the Licensing Division comes from Child Welfare identifying a kinship placement or potential placement for a child. Licensing Division reaches out to applicant to provide link to the caregiver application portal (paper application permitted).

Requirements, additional actions, information, or documentation:

1. Kinship Notification Unit Specialist (KNU) contacts and completes intake of family in the provider application portal.
2. Applicant completes forms through the provider application portal:
 - a. Home Study or Reassessment Application (DCYF 10-354)
 - b. Background Confirmation and Out of State Check (DCYF 15-460)
 - c. Infant Safety Agreement (DCYF 15-821)
 - d. Supervision Plan for Site Specific Conditions (DCYF 10-419) (Conditional)
 - e. Background Confirmation (DCYF 15-460) (for children ages 16 & 17 in the home)
3. Applicant provides applicants verification through the provider application

portal of: a. Identification b. Auto Insurance (Conditional) 4. Other adults in the home complete forms through the provider application portal: a. Background Confirmation and Out of State Check (DCYF 15-460) b. Infant Safety Agreement (DCYF 15-821) 5. Other adults in the home provide verification through the provider application portal of: a. Identification b. Auto Insurance (Conditional) 6. Licensor completes the assessment including review of all documentation and home inspection. 7. Licensing Division issues Provisional 90-day license.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted through the provider portal (also permitted: in person, mail, email).

Application/Submittal last updated:

01/2023

Review/Approval time:

40

Valid duration:

90 Days

Appeal process:

Outlined in WAC 110-03-0050 <https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

2

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

31

Recommended processing time:

40

Average processing time (completed):

-99

Legal processing time:

RCW 74.15.100 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.100> RCW 74.15.127 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.127>

Streamlining opportunities:

• Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration. • The new CCWIS system will eliminate duplicate entry for staff, minimizing delays in processing applications and licenses/certifications (currently staff must enter data into two separate systems). • Expected outcomes of a new CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, timely business practice execution and help in retaining staff. • Editing all forms to have a 8th grade reading level for ease of use - Anticipated rollout July 2026

Pending applications:

1

Explanation:

Pending: Application is signed. Licensor is working with applicants to complete licensing process. Backlog: No backlog (applications are very rarely submitted as complete).

Backlog applications:

-99

State Child Specific License (Renewal)

Department of Children, Youth, and Families

Type: License

ID: 1025

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD–WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 74.15.030 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.030&pdf=true> WAC 110-148 (current) <https://app.leg.wa.gov/WAC/default.aspx?cite=110-148> WAC 110-149 (effective 06/30/2025)

Equity considerations:

•Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system. •DCYF acknowledges the historic trauma inflicted by the child welfare system on Tribal communities, which pursued forced assimilation of Tribal people for over a century. Tribal communities were disrupted, erasing sacred traditions, languages, and cultures. Many children suffered abuse or were lost forever, with devastating intergenerational effects still felt today. Recognizing these truths and partnering with Tribes in decision making and program development is essential to honor Tribal resilience and foster healing and progress. This is just one of many reasons why we need high-quality licensing. •Collecting demographic data is important to our data driven approach to address inequities in our system. Our current IT system of record, the State Automated Child Welfare Information System (SACWIS) was developed in 2000 and implemented in Washington State in 2007. This system is outdated and lacks the capabilities needed to support efficient data collection and analysis. The new planned Comprehensive Child Welfare Information System (CCWIS) will enhance our ability to make data driven decisions and implement targeted improvements to address inequities in the application and licensing process. •Children of color, children from poor families, and children who identify as part of the LGBTQIA+ community are overrepresented in the Child Welfare System. DCYF is taking actionable steps to elevate the voices of individuals with lived experience as part of the policy and rule making process. •DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf> •Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays. •Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban) •Access (and skills) to technology and internet. •WACs are provided only in English. •Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

N/A

Comment:

N/A

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Applicants receive automated notification to apply through the caregiver application portal. Applicants who do not access the portal receive communication from their licensor with the application to complete (paper application permitted).

Requirements, additional actions, information, or documentation:

1.Applicant must submit a renewal application prior to the expiration date, or the license will close.2.Applicant completes forms through the provider application portal. Items marked with an * are identified as non-safety items and are typically waived for Kinship Licenses:a.Home Study or Reassessment Application (DCYF 10-354)b.Background Confirmation and Out of State Check (DCYF 15-460)c.*Applicant Medical Report – Confidential (Self Report) (DCYF 13-001A)d.*Applicant Mental Health Report (DCYF 13-001B) (Conditional)e.*Financial Worksheet (DCYF 14-452)f.WAC Agreements (DCYF 10-290)g.Emergency and Evacuation Plan (DCYF 16-204)h.*Pet Vaccination Agreement (DCYF 15-826)i.Infant Safety Agreement (DCYF 15-821)j.*Influenza Vaccination Agreement (DCYF 15-822)k.*Applicant Medical Report – Confidential

(Medical Provider) (DCYF 13-001) (Conditional)l.Compliance Agreement (DCYF 10-248) (Conditional)m.Supervision Plan for Site Specific Conditions (DCYF 10-419) (Conditional)n.Authorization and Consent to Share Records (DCYF 15-824) (for children ages 16 & 17 in the home)o.Background Confirmation (DCYF 15-460) (for children ages 16 & 17 in the home)2.Applicant provides applicants verification through the provider application portal. Items marked with an * are identified as non-safety items and are typically waived for Kinship Licenses: a.Identificationb.Auto Insurance (Conditional)c.Floor Pland.*First Aide.*CPRf.*Private Well Water Test (Conditional)g.*Vaccine Exemption (Conditional)h.*Training hours – 24 hours of continuing education creditsi.*Child Immunization Verification or Vaccine Exemption (Conditional)3.Other adults in the home compete forms through the provider application portal. Items marked with an * are identified as non-safety items and are typically waived for Kinship Licenses:a.Background Confirmation and Out of State Check (DCYF 15-460) b.Infant Safety Agreement (DCYF 15-821) 4.Other adults in the home provide verification through the provider application portal. Items marked with an * are identified as non-safety items and are typically waived for Kinship Licenses:a.Identificationb.*Auto Insurance (Conditional)c.*First Aid (Conditional)d.*CPR (Conditional)5.Licensors completes the assessment including review of all documentation, collaterals, home inspection, interviews, and writes a re-assessment. 6.Licensing Division issues three-year license.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted through the provider portal (also permitted: in person, mail, email).

Application/Submittal last updated:

01/2023

Review/Approval time:

90

Valid duration:

3 Years

Appeal process:

Outlined in WAC 110-03-0050<https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

21

Average processing time (all):

-99

Average processing time (completed):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

90

Legal processing time:

RCW 74.15.100 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.100>

Streamlining opportunities:

- Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration. •The new CCWIS system will eliminate duplicate entry for staff, minimizing delays in processing applications and licenses/certifications (currently staff must enter data into two separate systems).•Expected outcomes of a new CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, timely business practice execution and help in retaining staff. •Streamline work so one worker manages the family from start through renewal and closure – Anticipated roll out Summer 2025 •Reallocate work so assigned worker can spend more time supporting applicant through the process - Anticipated roll out Summer 2025 •Creation of a new WAC chapter specific to Kinship Licensing - Anticipated rollout June 30, 2025 •Editing all forms to have a 8th grade reading level for ease of - Anticipated rollout June 30, 2025 •Elimination of a number of required forms and documents for application process - - Anticipated rollout June 30, 2025 •Updated and simplification of the home study process, form, and guide - Anticipated rollout June 30, 2025 •Updates to the application portal system to reduce time

working in the system - - Anticipated rollout June 30, 2025

Pending applications:

5

Backlog applications:

-99

Explanation:

Pending: If licensee does not apply prior to expiration date, the license is closed. If they apply prior to expiration date, they remain licensed and there is no interruption in their ability to use their license while working towards approval. Backlog

State Foster Home License

Department of Children, Youth, and Families

Type: License

ID: 1020

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 74.15.030 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.030&pdf=true> WAC 110-148 <https://app.leg.wa.gov/WAC/default.aspx?cite=110-148>

Equity considerations:

•Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system. •DCYF acknowledges the historic trauma inflicted by the child welfare system on Tribal communities, which pursued forced assimilation of Tribal people for over a century. Tribal communities were disrupted, erasing sacred traditions, languages, and cultures. Many children suffered abuse or were lost forever, with devastating intergenerational effects still felt today. Recognizing these truths and partnering with Tribes in decision making and program development is essential to honor Tribal resilience and foster healing and progress. This is just one of many reasons why we need high-quality licensing. •Collecting demographic data is important to our data driven approach to address inequities in our system. Our current IT system of record, the State Automated Child Welfare Information System (SACWIS) was developed in 2000 and implemented in Washington State in 2007. This system is outdated and lacks the capabilities needed to support efficient data collection and analysis. The new planned Comprehensive Child Welfare Information System (CCWIS) will enhance our ability to make data driven decisions and implement targeted improvements to address inequities in the application and licensing process. •Children of color, children from poor families, and children who identify as part of the LGBTQIA+ community are overrepresented in the Child Welfare System. DCYF is taking actionable steps to elevate the voices of individuals with lived experience as part of the policy and rule making process. •DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf> •Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays. •Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban) •Access (and skills) to technology and internet. •WACs are provided only in English. •Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

N/A

Comment:

N/A

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Fill out Inquiry form online or call 1-888-kids-414 or email licensing division team to get link to the caregiver application portal (paper application permitted). Information: <https://dcyf.wa.gov/services/foster-parenting/become-a-foster-parent/licensing-process>

Requirements, additional actions, information, or documentation:

1.Applicant contacts Licensing Division and Regional Contact completes intake of family in the provider application portal.2.Applicant completes forms through the provider application portal:a.Home Study or Reassessment Application (DCYF 10-354)b.Background Confirmation and Out of State Check (DCYF 15-460)c.Personal Information Form (DCYF 15-276)d.Applicant Medical Report – Confidential (Self Report) (DCYF 13-001A)e.Applicant Mental Health Report – Confidential (DCYF 13-001B) (Conditional)f.Financial Worksheet (DCYF 14-452)g.WAC Agreements (DCYF 10-290)h.Emergency and Evacuation Plan (DCYF 16-204)i.Pet Vaccination Agreement (DCYF 15-826)j.Tuberculosis (TB)

Screening (DCYF 15-820)k.Infant Safety Agreement (DCYF 15-821)l.Influenza Vaccination Agreement (DCYF 15-822)m.Applicant Medical Report – Confidential (Medical Provider) (DCYF 13-001) (Conditional)n.Authorization and Consent to Share Records (DCYF 15-824) (Conditional)o.Supervision Plan for Site Specific Conditions (DCYF 10-419) (Conditional)p.Authorization and Consent to Share Records (DCYF 15-824) (for children ages 16 & 17 in the home)q.Background Confirmation (DCYF 15-460) (for children ages 16 & 17 in the home)3.Applicant provides applicants verification through the provider application portal of:a.Identificationb.Auto Insurance (Conditional)c.Floor Pland.First Aided.Bloodborne Pathogensf.CPRg.Caregiver Core Trainingh.Proof of Pertussis Vaccination (Conditional)i.Private Well Water Test (Conditional)j.Vaccine Exemption (Conditional)k.References (2)l.Child Immunization Verification or Vaccine Exemption (Conditional)4.Other adults in the home complete forms through the provider application portal:a.Background Confirmation and Out of State Check (DCYF 15-460) b.Infant Safety Agreement (DCYF 15-821) c.Tuberculosis (TB) Screening (DCYF 15-820)5.Other adults in the home provide verification through the provider application portal of:a.Identificationb.Auto Insurance (Conditional)c.First Aid (Conditional)d.CPR (Conditional)e.Bloodborne Pathogens (Conditional)f.Proof of Pertussis Vaccination (Conditional)g.Vaccine Exemption (Conditional)6.Licensors completes the assessment including review of all documentation, references/collaterals, home inspection, interviews, and writing a home study. 7.Licensing Division issues three-year license.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted through the provider portal (also permitted: in person, mail, email).

Application/Submittal last updated:

01/2023

Review/Approval time:

120 Days

Valid duration:

3 years

Appeal process:

Outlined in WAC 110-03-0050<https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

401

Average processing time (all):

162

Average processing time (completed):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

120

Legal processing time:

RCW 74.15.100 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.100>

Streamlining opportunities:

- Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration. •The new CCWIS system will eliminate duplicate entry for staff, minimizing delays in processing applications and licenses/certifications (currently staff must enter data into two separate systems).•Expected outcomes of a new CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, timely business practice execution and help in retaining staff. •Streamline work so one worker manages the family from start through renewal and closure – Anticipated roll out Summer 2025•Reallocate work so assigned worker can spend more time supporting applicant through the process - Anticipated roll out Summer 2025•In the middle of Negotiate Rule Making – Anticipated rollout July 2026•Editing all forms to have a 8th grade reading level for ease of use - Anticipated rollout July 2026•Evaluation of required forms and documents for application process - Anticipated rollout July 2026•Review and update of the home study process, form, and guide - Anticipated rollout July 2026•Updates

to the application portal system to reduce time working in the system - Anticipated rollout July 2026

Pending applications:

68

Backlog applications:

-99

Explanation:

Pending: Application is signed. Licensor is working with applicants to complete licensing process. Backlog: No backlog (applications are very rarely submitted as complete).

State Foster Home License (Amendment)

Department of Children, Youth, and Families

Type: License

ID: 1028

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 74.15.030 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.030&pdf=true> WAC 110-148 (current) <https://app.leg.wa.gov/WAC/default.aspx?cite=110-148>

Equity considerations:

•Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system. •DCYF acknowledges the historic trauma inflicted by the child welfare system on Tribal communities, which pursued forced assimilation of Tribal people for over a century. Tribal communities were disrupted, erasing sacred traditions, languages, and cultures. Many children suffered abuse or were lost forever, with devastating intergenerational effects still felt today. Recognizing these truths and partnering with Tribes in decision making and program development is essential to honor Tribal resilience and foster healing and progress. This is just one of many reasons why we need high-quality licensing. •Collecting demographic data is important to our data driven approach to address inequities in our system. Our current IT system of record, the State Automated Child Welfare Information System (SACWIS) was developed in 2000 and implemented in Washington State in 2007. This system is outdated and lacks the capabilities needed to support efficient data collection and analysis. The new planned Comprehensive Child Welfare Information System (CCWIS) will enhance our ability to make data driven decisions and implement targeted improvements to address inequities in the application and licensing process. •Children of color, children from poor families, and children who identify as part of the LGBTQIA+ community are overrepresented in the Child Welfare System. DCYF is taking actionable steps to elevate the voices of individuals with lived experience as part of the policy and rule making process. •DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf> •Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays. •Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban) •Access (and skills) to technology and internet. •WACs are provided only in English. •Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

N/A

Comment:

N/A

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Applicants apply through the caregiver application portal. Applicants who do not access the portal communicate with their licensor to apply (paper application permitted).

Requirements, additional actions, information, or documentation:

- 1.Applicant must submit a move application prior the move. If not completed by 30 days (with children placed) or 90 days (no children placed), the license will close.
- 2.Applicant completes forms through the provider application portal:
 - a.Home Study or Reassessment Application (DCYF 10-354)
 - b.Supervision Plan for Site Specific Conditions (DCYF 10-419) (Conditional)
- 3.Applicants provide verification through the provider application portal:
 - a.Floor Plan
- 4.Licensor completes the assessment including review of all documentation, home inspection, and writes a move re-assessment.
- 5.Licensor completes the assessment including review of all documentation, home inspection, and writes a move re-

assessment.6. Licensing Division issues amended license with the same expiration date as prior license.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted through the provider portal (also permitted: in person, mail, email).

Application/Submittal last updated:

01/2023

Review/Approval time:

30 Days (if child is placed) or 90 Days (if no child is placed)

Valid duration:

Remainder of the prior 3 year license

Appeal process:

Outlined in WAC 110-03-0050 <https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

30

Legal processing time:

RCW 74.15.100 <http://app.leg.wa.gov/RCW/default.aspx?cite=74.15.100>

Streamlining opportunities:

- Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration.
- The new CCWIS system will eliminate duplicate entry for staff, minimizing delays in processing applications and licenses/certifications (currently staff must enter data into two separate systems).
- Expected outcomes of a new CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, timely business practice execution and help in retaining staff.
- Streamline work so one worker manages the family from start through renewal and closure – Anticipated roll out Summer 2025
- Reallocate work so assigned worker can spend more time supporting applicant through the process - Anticipated roll out Summer 2025
- In the middle of Negotiate Rule Making – Anticipated rollout July 2026
- Editing all forms to have a 8th grade reading level for ease of use - Anticipated rollout July 2026
- Evaluation of required forms and documents for application process - Anticipated rollout July 2026
- Review and update of the renewal process, form, and guide - Anticipated rollout July 2026
- Updates to the application portal system to reduce time working in the system - Anticipated rollout July 2026

Pending applications:

-99

Backlog applications:

-99

Explanation:

Unable to get this data from our system. If the licensee does apply within required timelines, the license closes. If they apply within required timeframe, they remain licensed and there is no interruption in their ability to use their license while work

State Foster Home License (Expedited)

Department of Children, Youth, and Families

Type: License

ID: 1032

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES
https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 74.15.030
<https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.030&pdf=true> RCW 74.15.127
<https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.127> WAC 110-148
<https://app.leg.wa.gov/WAC/default.aspx?cite=110-148>

Equity considerations:

- Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system.
- DCYF acknowledges the historic trauma inflicted by the child welfare system on Tribal communities, which pursued forced assimilation of Tribal people for over a century. Tribal communities were disrupted, erasing sacred traditions, languages, and cultures. Many children suffered abuse or were lost forever, with devastating intergenerational effects still felt today. Recognizing these truths and partnering with Tribes in decision making and program development is essential to honor Tribal resilience and foster healing and progress. This is just one of many reasons why we need high-quality licensing.
- Collecting demographic data is important to our data driven approach to address inequities in our system. Our current IT system of record, the State Automated Child Welfare Information System (SACWIS) was developed in 2000 and implemented in Washington State in 2007. This system is outdated and lacks the capabilities needed to support efficient data collection and analysis. The new planned Comprehensive Child Welfare Information System (CCWIS) will enhance our ability to make data driven decisions and implement targeted improvements to address inequities in the application and licensing process.
- Children of color, children from poor families, and children who identify as part of the LGBTQIA+ community are overrepresented in the Child Welfare System. DCYF is taking actionable steps to elevate the voices of individuals with lived experience as part of the policy and rule making process.
- DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf>
- Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays.
- Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban)
- Access (and skills) to technology and internet.
- WACs are provided only in English.
- Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

N/A

Comment:

N/A

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Fill out Inquiry form online or call 1-888-kids-414 or email licensing division team to get link to the caregiver application portal (paper application permitted). Information: <https://dcyf.wa.gov/services/foster-parenting/become-a-foster-parent/licensing-process>

Requirements, additional actions, information, or documentation:

- 1.Applicant contacts Licensing Division and Regional Contact completes intake of family in the provider application portal.
- 2.Applicant completes forms through the provider application portal:
 - a.Home Study or Reassessment Application (DCYF 10-354)
 - b.Background Confirmation and Out of State Check (DCYF 15-460)
 - c.Infant Safety Agreement (DCYF 15-821)
 - d.Supervision Plan for Site Specific Conditions (DCYF 10-419) (Conditional)
 - e.Background Confirmation (DCYF 15-460) (for children ages 16 & 17 in the home)
- 3.Applicant provides applicants verification through the provider application

portal of: a. Identification b. Auto Insurance (Conditional) 4. Other adults in the home complete forms through the provider application portal: a. Background Confirmation and Out of State Check (DCYF 15-460) b. Infant Safety Agreement (DCYF 15-821) 5. Other adults in the home provide verification through the provider application portal of: a. Identification b. Auto Insurance (Conditional) 6. Licensor completes the assessment including review of all documentation and home inspection. 7. Licensing Division issues Provisional 90-day license.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted through the provider portal (also permitted: in person, mail, email).

Application/Submittal last updated:

01/2023

Review/Approval time:

40

Valid duration:

90 Days

Appeal process:

Outlined in WAC 110-03-0050 <https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

6

Average processing time (all):

21

Average processing time (completed):

-99

Legal processing time:

RCW 74.15.100 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.100> RCW 74.15.127 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.127>

Streamlining opportunities:

• Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration. • The new CCWIS system will eliminate duplicate entry for staff, minimizing delays in processing applications and licenses/certifications (currently staff must enter data into two separate systems). • Expected outcomes of a new CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, timely business practice execution and help in retaining staff. • Editing all forms to have a 8th grade reading level for ease of use - Anticipated rollout July 2026

Pending applications:

2

Backlog applications:

-99

Explanation:

Pending: Application is signed. Licensor is working with applicants to complete licensing process. Backlog: No backlog (applications are very rarely submitted as complete).

State Foster Home License (Renewal)

Department of Children, Youth, and Families

Type: License

ID: 1024

Description

To safeguard and promote the health, safety, and well-being of children when they are not with their parents/caregivers.

Legal authority

TITLE IV—GRANTS TO STATES FOR AID AND SERVICES TO NEEDY FAMILIES WITH CHILDREN AND FOR CHILD—WELFARE SERVICES https://www.ssa.gov/OP_Home/ssact/title04/0400.htm RCW 74.15.030 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.030&pdf=true> WAC 110-148 (current) <https://app.leg.wa.gov/WAC/default.aspx?cite=110-148>

Equity considerations:

- Our system is structured upon a historical foundation that has been shaped by the dominance of white male supremacy, influencing its values, institutions, and power dynamics. Many rules and requirements (city, county, state, and federal) have a disproportionately negative impact on marginalized communities. DCYF is one component of a complex system that contributes to disparities and disproportionalities. There are efforts underway at DCYF to reduce harm and dismantle our unjust system.
- DCYF acknowledges the historic trauma inflicted by the child welfare system on Tribal communities, which pursued forced assimilation of Tribal people for over a century. Tribal communities were disrupted, erasing sacred traditions, languages, and cultures. Many children suffered abuse or were lost forever, with devastating intergenerational effects still felt today. Recognizing these truths and partnering with Tribes in decision making and program development is essential to honor Tribal resilience and foster healing and progress. This is just one of many reasons why we need high-quality licensing.
- Collecting demographic data is important to our data driven approach to address inequities in our system. Our current IT system of record, the State Automated Child Welfare Information System (SACWIS) was developed in 2000 and implemented in Washington State in 2007. This system is outdated and lacks the capabilities needed to support efficient data collection and analysis. The new planned Comprehensive Child Welfare Information System (CCWIS) will enhance our ability to make data driven decisions and implement targeted improvements to address inequities in the application and licensing process.
- Children of color, children from poor families, and children who identify as part of the LGBTQIA+ community are overrepresented in the Child Welfare System. DCYF is taking actionable steps to elevate the voices of individuals with lived experience as part of the policy and rule making process.
- DCYF is currently making all written material compliant with the Americans with Disabilities Act (ADA). <https://www.ada.gov/assets/pdfs/web-rule.pdf>
- Language support, online portals present challenges for applicants who read/write languages other than English. Documents can be translated, but it creates delays.
- Statewide approach, does not allow us to meet the unique needs of communities (e.g. rural vs urban)
- Access (and skills) to technology and internet.
- WACs are provided only in English.
- Online orientation and training does not allow for addressing individual needs, answering questions, building community, etc.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

N/A

Comment:

N/A

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Applicants receive automated notification to apply through the caregiver application portal. Applicants who do not access the portal receive communication from their licensor with the application to complete (paper application permitted).

Requirements, additional actions, information, or documentation:

- 1.Applicant must submit a renewal application prior to the expiration date, or the license will close.
- 2.Applicant completes forms through the provider application portal:
 - a.Home Study or Reassessment Application (DCYF 10-354)
 - b.Background Confirmation and Out of State Check (DCYF 15-460)
 - c.Applicant Medical Report – Confidential (Self Report) (DCYF 13-001A)
 - d.Applicant Mental Health Report (DCYF 13-001B) (Conditional)
 - e.Financial Worksheet (DCYF 14-452)
 - f.WAC Agreements (DCYF 10-290)
 - g.Emergency and Evacuation Plan (DCYF 16-204)
 - h.Pet Vaccination Agreement (DCYF 15-826)
 - i.Infant Safety Agreement (DCYF 15-821)
 - j.Influenza Vaccination Agreement (DCYF 15-822)
 - k.Applicant Medical Report – Confidential (Medical Provider) (DCYF 13-001) (Conditional)
 - l.Compliance Agreement (DCYF 10-248)

(Conditional)m.Supervision Plan for Site Specific Conditions (DCYF 10-419) (Conditional)n.Authorization and Consent to Share Records (DCYF 15-824) (for children ages 16 & 17 in the home)o.Background Confirmation (DCYF 15-460) (for children ages 16 & 17 in the home)3.Applicant provides applicants verification through the provider application portal of:

a.Identificationb.Auto Insurance (Conditional)c.Floor Pland.First Aide.CPRf.Private Well Water Test (Conditional)g.Vaccine Exemption (Conditional)h.Training hours – 24 hours of continuing education creditsi.Child Immunization Verification or Vaccine Exemption (Conditional)4.Other adults in the home complete forms through the provider application portal:a.Background Confirmation and Out of State Check (DCYF 15-460) b.Infant Safety Agreement (DCYF 15-821) 5.Other adults in the home provide verification through the provider application portal of:a.Identificationb.Auto Insurance (Conditional)c.First Aid (Conditional)d.CPR (Conditional)6.Licensor completes the assessment including review of all documentation, collaterals, home inspection, interviews, and writes a re-assessment. 7.Licensing Division issues three-year license.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Applications are submitted through the provider portal (also permitted: in person, mail, email).

Application/Submittal last updated:

01/2023

Review/Approval time:

90 Days

Valid duration:

3 Years

Appeal process:

Outlined in WAC 110-03-0050<https://app.leg.wa.gov/wac/default.aspx?cite=110-03-0050>

Analysis

Applications received:

315

Average processing time (all):

-99

Average processing time (completed):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

90

Legal processing time:

RCW 74.15.100 <https://app.leg.wa.gov/RCW/default.aspx?cite=74.15.100>

Streamlining opportunities:

•Replace current SACWIS system with the Comprehensive Child Welfare Information System (CCWIS) which helps child welfare agencies improve outcomes for children and families, by providing access to accurate information, improving data quality, and enhancing collaboration. •The new CCWIS system will eliminate duplicate entry for staff, minimizing delays in processing applications and licenses/certifications (currently staff must enter data into two separate systems).•Expected outcomes of a new CCWIS system: More timely data entry, elimination of redundant data entry, increase availability of information and documentation, timely business practice execution and help in retaining staff. •Streamline work so one worker manages the family from start through renewal and closure – Anticipated roll out Summer 2025•Reallocate work so assigned worker can spend more time supporting applicant through the process - Anticipated roll out Summer 2025•In the middle of Negotiate Rule Making – Anticipated rollout July 2026•Editing all forms to have a 8th grade reading level for ease of use - Anticipated rollout July 2026•Evaluation of required forms and documents for application process - Anticipated rollout July 2026•Review and update of the renewal process, form, and guide - Anticipated rollout July 2026•Updates to the application portal system to reduce time working in the system - Anticipated rollout July 2026

Pending applications:

Explanation:

108

Backlog applications:

-99

Pending: If licensee does not apply prior to expiration date, the license is closed. If they apply prior to expiration date, they remain licensed and there is no interruption in their ability to use their license while working towards approval. Backlog