

Client Travel Approval Quick Reference Guide

- All caregiver transportation reimbursement follows [Caregiver Transportation Reimbursement policy](#)
- For all Client Travel Approval follow [Client Travel Approvals policy](#)
- *Travel with costs that exceed \$300 must be reviewed by the Area Administrator or designee.*

Travel Type	Required Approval	Documentation Requirements
Child travel in-state ¹ , out-of-state ² Has no cost to State of Washington, Meets the Prudent Parenting Standard per Caregiver Guidelines for Foster Child Activities, Less than 72 Hours	Not Required	<ul style="list-style-type: none"> • None, if planned travel is consistent with court order or court order does not address travel. • Client Travel Approvals policy
Child in-state ¹ <u>or</u> out-of-state travel Over 72 hours	Supervisor	<ul style="list-style-type: none"> • Case note by worker documenting caregiver’s travel notification • Case note by worker documenting parent notification. • Cleared background check if supervising adult is not the current caregiver or parent. • Court order authorizing planned travel, if planned travel is not consistent with court order. • Completed and approved Child Welfare Travel Authorization DCYF 03-478 form if there is a cost to DCYF.
All children being placed out-of-state ² through ICPC for any length of time	Regional Administrator or Deputy Regional Administrator	<ul style="list-style-type: none"> • Approved ICPC Placement Request • ICPI Placement Request 15-092

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<p>Child travel to border² territories in Canada Over 72 hours</p>	<p>Area Administrator or designee</p>	<ul style="list-style-type: none"> • Case note by worker documenting caregiver’s travel notification • Case note by worker documenting parent’s written approval. Cleared background check if supervising adult is not the current caregiver or parent. • Specific court order allowing travel to Canada. • Completed and approved Child Welfare Travel Authorization DCYF 03-478 form <i>if there is a cost to DCYF.</i>
<p>Child out-of-country³ travel for Any length of time</p>	<p>Regional Administrator</p>	<ul style="list-style-type: none"> • Case note by worker documenting caregiver’s travel notification • Case note by worker documenting parent’s written approval. • Specific court order allowing travel. • Consulate requirements/documents specific to travel. • Cleared background check if supervising adult is not the current caregiver or parent. • Complete and approved Child Welfare Travel Authorization DCYF 03-478 form <i>if there is a cost to DCYF.</i>
<p>In-State travel for youth age 18 and older in <u>Extended Foster Care</u> Over 72 hours</p>	<p>Assigned Caseworker</p>	<ul style="list-style-type: none"> • Case note by worker documenting youth’s notification and worker approval for travel. • Documentation should include youth’s itinerary and means of contacting youth while travelling. • Youth is considered an adult for purposes of travel and not considered absent from care.
<p>Out-of-State travel for youth age 18 and older in <u>Extended Foster Care</u></p>	<p>Assigned Caseworker</p>	<ul style="list-style-type: none"> • Case note by worker documenting youth’s notification and worker approval for travel. • Documentation should include youth’s itinerary and means of contacting youth while travelling. • Youth is considered an adult for purposes of travel and not considered absent from care.

Out-of-Country travel for youth age 18 and older in <u>Extended Foster Care</u>	Assigned Caseworker	<ul style="list-style-type: none"> • Case note by worker documenting youth’s notification and worker approval for travel. Documentation should include youth’s itinerary and means of contacting youth while travelling. • Consulate requirements/documents specific to travel • Youth is considered an adult for purposes of travel and not considered absent from care.
Case related travel for parents and relatives into the state (Review and approval process required only if cost to the state over \$300)	Area Administrator or designee	<ul style="list-style-type: none"> • Completed/approved Child Welfare Travel Authorization DCYF 03-478 • Court order if relevant.
Child-related employee travel out-of-state ² beyond border counties in Oregon and Idaho and within the US.	Asst. Secretary or Deputy Asst. Secretary	<ul style="list-style-type: none"> • Follow DCYF, S.A.A.M 10.10, DCYF 1.07.01 Travel Roles and Responsibilities, DCYF Administrative 1.7.02 Travel policy • Completed/approved Child Welfare Travel Authorization DCYF 03-478 form if there is a cost to DCYF.
Employee travel to Hawaii and foreign countries, except BC Canada	Asst. Secretary, Secretary, & Governor’s Office	<ul style="list-style-type: none"> • Completed/approved out-of-state DSHS 03-337 form.

¹ Counties in Oregon and Idaho that border Washington State are considered in-state.

² Travel to the British Columbia (BC) territories of BC Rockies, Thompson/Okanogan and Vancouver Coast and Mountains are considered ‘border counties’ to Washington State and do not require out-of-country approval as specified in State Administrative Accounting Manual 10.10.5.

³Includes travel to Canada outside of British Columbia territories and to all other countries. All territories beyond are considered out of country travel.

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Child Welfare