

Communication Update

WA CAP implemented the following changes based on user feedback.

1. The Home Study Guide was updated. Guide Links within the Home Study in WA CAP were removed from individual questions and are now located at the top of each page.
2. Date of 16th birthday and Date of 18th birthday (worker upload only) spots were removed and the DCYF 15-825 form was archived.
 - Correction to the last Communication Update: Background Checks for a child turning 16 or 18 will be completed whenever there is an update to a license or a new license issued (e.g., modification, amendment, renewal).
3. Changes were made to the [Background Confirmation and Out of State Check \(DCYF 15-460\)](#) “Reason for Background Check” was removed from the form as applicants do not make that determination. Language was updated to be inclusive of kinship providers.
4. The following changes were made to the Kinship License tracks to reduce barriers for kin and align with non-safety waivers. (Note: While the changes have been made to the Kinship License tracks, Kinship licensed caregivers who provide BRS contracted services must meet all BRS Contracts requirements.)
 - *These forms were removed:*
 - Influenza Vaccination Agreement (DCYF 15-822)
 - Pertussis Vaccination Agreement (DCYF 15-823)
 - Pet Vaccination Agreement (DCYF 15-826)
 - Tuberculosis (TB) Screening (DCYF 15-820)



Washington State Department of
CHILDREN, YOUTH & FAMILIES

Original Date: March 27, 2024 | Revised Date: April 15, 2024

Division | Approved for distribution by Jeanine Tacchini, Foster Care Licensing Senior Administrator

- Tuberculosis (TB) Screening (DCYF 15-820) Other Adult
- Individual Training Plan (DCYF 06-166)
- Alternate Approval to Fingerprinting (DCYF 09-099) DCYF Only
- *These supporting documents were **removed**:*
 - Child Immunization Verification - Child form
 - Vaccine Exemption
 - Vaccine Exemption - Other Adult
 - Bloodborne Pathogens
 - CPR
 - First Aid
 - First Aid, CPR, and Bloodborne Pathogens - Other Adult
 - Kinship Core Training
 - Training
 - Income Verification
 - Private Well Water Test
 - Auto Insurance
 - Authorization and Consent to Share Records - Child form (Renewal only)

5. Minor language changes were made to the following forms reflecting the above-listed changes in requirements:

- File Checklist and Certification for License for Foster Home DCYF 10-016

These changes were implemented based on feedback from both state and private agency employees. The WA CAP team appreciates your partnership in improving the WA CAP experience and welcomes your suggestions. If you have feedback about forms or language in WA CAP, please email your comments to the Portal Inbox, dcyf.caregiverportal@dcyf.wa.gov. Questions about specific licensing practices can be directed to your regional licenser.