

Binti continues to make updates to the WA CAP system to enhance the user experience.

[Binti - What's New](#)

While the steps in this process map have not changed, where to click to complete that step may have due to updates made by Binti. Use this [link](#) to review all updates if a step in this map cannot be identified in WA CAP.

Ensure you always use the [WA CAP page](#) to access the most up-to-date process map.

CHILD PLACING AGENCIES – MAINTENANCE/RENEWAL PROCESS MAP



Washington State Department of
CHILDREN, YOUTH & FAMILIES

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Washington State Department of
CHILDREN, YOUTH & FAMILIES

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Ensure you always use the [WA CAP page](#) to access the most up-to-date process map.

Maintenance / Renewal

The Maintenance/Renewal track is the stage in WA CAP when an applicant(s) finishes their first licensing process. All families will automatically be moved into this track and appear in the “Renewals” dashboard. Regional Licensors will be able to see their licensed caseload here.

Note: Background checks for any child turning 16 or 18 will only occur whenever this is an update to a license or a new license is issued (e.g., modification, amendment, renewal).

Action by:	Action:
Automated Process	1. WA CAP will automatically move the applicant(s) into the Maintenance/Renewal track once a new license is approved.
Private Agency Licensors	2. Monitor dashboard for expiring documents and follow-up with applicant(s) throughout licensing cycle to obtain revised documents for those that expired. 3. Complete all maintenance and renewal work.
Regional Licensors	4. Complete all maintenance and renewal work.
Private Agency / Regional Licensing Department	5. Proceed to correct maintenance/renewal steps below.

Renewal

Renewal	
Automated Process	1. Notify applicant(s) of upcoming renewal with 90-day drip email. *Additional email reminders may be sent depending on CPA’s configuration.

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Renewal	
	<p>2. 90-day drip email contains instructions on how to log in to WA CAP and the passcode “wacpa4kids” to enter in Stage 3 (Renewals, Moves, Modifications, Change of Circumstance).</p> <p>3. Applicant(s) will enter code and automatically be moved into Stage 4 (Application Documents) to access renewal certification documents.</p> <p>At 60 days to the license expiration date, the home will appear on the dashboard of Regional Licensor and Private Agency Licensor as an upcoming renewal.</p>
Private Agency Licensor	<p>4. Discuss with applicant(s) needed documents for Renewal as outlined in Required Documents for Child Placing Agencies.</p> <p>5. For children who turned 18 during the 3-year licensing cycle, they will be removed as a child and added in as an adult:</p> <ul style="list-style-type: none"> a. Download and save all documents as a pdf related to the person being removed. b. Upload saved PDFs into miscellaneous documents upload spot in WA CAP. c. ONLY AFTER ALL RELATED DOCUMENTS ARE SAVED AND REUPLOADED: Delete the child from the household in WA CAP. <ul style="list-style-type: none"> i. Click on “Edit Children in Home.” ii. Click on “Delete” button to remove child from home. d. Add the 18-year-old as an adult in WA CAP through “Edit Application” tab. <p>6. Select the “Waive” option and the reason for all documents not required for the applicant or agency as outlined in the Required Documents for Child Placing Agencies – Renewal.</p> <ul style="list-style-type: none"> a. When waived, it shows applicant a green check mark and communicates it is not necessary for the type of license they are getting.
Applicant(s)	<p>7. Complete Home Study or Reassessment Application (DCYF 10-354).</p> <p>8. Complete Authorization and Consent to Share Records (CPA Home) (DCYF 15-824A).</p> <p>9. Fill out Background Confirmation and Out of State Check (DCYF 15-460) and ensure background forms have been completed for applicant(s), all household members, and others living on the property.</p> <p>10. Begin completing all other certification documents required as outlined in Required Documents for Child Placing Agencies – Renewal License.</p>

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Renewal	
	Note: Applicant(s) will click on “Background Check Central Unit (BCCU) link to complete their online background authorization form. Then applicant(s) will enter confirmation code in WA CAP on the Background Confirmation and Out of State Check form. Each applicant/household member/others living on the property will do this and enter their confirmation code on their form.
Private Agency Licensor	11. Notify Regional Licensor when renewal application and background documents is ready to process.
LD Administrative Support	12. Receive and process renewal application and background paperwork. a. Apply the Multi-License Tag as applicable.
Regional Licensing Staff	13. Finalize background checks. 14. Send results to private agency.
Private Agency Licensor	15. Complete required renewal certification documents as outlined in Required Documents for Child Placing Agencies – Renewal License . 16. Refer to DCYF LD WA CAP Upload Naming Convention when uploading into WA CAP. 17. Notify Private Agency Supervisor to review documents.
Private Agency Supervisor	18. Review renewal certification documents. Suggested method: a. Click on Actions link associated with the family, then click on Documents b. Click on PDF of Documents which will show all documents at once, Save on your computer, and add comments if warranted (the only documents it will show are the ones having a green check mark under Status) 19. Indicate if revisions are needed.
Private Agency Licensor	20. Revise documents if needed. 21. Notify Regional Licensor when all renewal certification documents are ready for review.
Regional Licensor	22. Review renewal certification documents. 23. Notify Regional Licensor Supervisor documents are ready for review.

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Renewal	
	a. Indicate what revisions and/or additional information is needed, if applicable.
Regional Licensor Supervisor	24. Review renewal certification documents. 25. Notify Regional Licensor that documents are ready to be revised by Private Agency Licensor. a. Indicate if revisions and/or additional information is needed.
Regional Licensor	26. Notify Private Agency Licensor if revisions and/or other additional information is needed.
Private Agency Licensor	27. Revise and/or add information where requested within expected timelines. 28. Notify Regional Licensor revised documents are ready for review.
Regional Licensor	29. Review revised/final documents. 30. Notify Regional Licensor Supervisor to finalize approval.
Regional Licensor Supervisor	Click on Change Application Status tab to change status from “In renewal process” to “Approved”.
Regional Licensor	31. If renewal is for a Kinship License, place license on a Voluntary No Referral. 32. Notify agency of approval.
Private Agency Licensor	33. Provide “Foster Home License (DCYF 10-010)/License ID Card (LIC_0014B)” to foster family. Access by clicking on “Documents for Previous Application” button on Documents tab.

Maintenance

Adding or Deleting a Household Member During the 3-year Licensing Cycle

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Adding or Deleting a Household Member During the 3-year Licensing Cycle

Private Agency Licensors	<p>34. When anyone moves into the home during the 3-year licensing cycle:</p> <ul style="list-style-type: none"> a. Request that the applicant(s) add all new children and adults as household members in WA CAP. b. Verify the new person has been added to the household in WA CAP or: c. Add children through “Edit Children in the Home” tab. d. For Youth age 16 and 17 <ul style="list-style-type: none"> i. Follow background check process for CPA homes. ii. Notify LD Administrative Support e. Add adults through “Edit Application” tab. <ul style="list-style-type: none"> i. Follow background check process for CPA homes. ii. Notify LD Administrative Support <p>35. When anyone moves out of the home during the 3-year licensing cycle:</p> <ul style="list-style-type: none"> a. Request that the applicant(s) delete all applicable children and adults as household members in WA CAP. Note: Do not delete frequent visiting household members, such as those that move in and out for college, grandparents who visit for extended periods of time, etc. b. Verify the person has been deleted as a household in WA CAP or: c. When an adult moves out: <ul style="list-style-type: none"> i. Click on “Edit Application.” ii. Scroll to the “Other adults in the home.” iii. Click on “Delete Adult” button to remove from household. d. When a child moves out: <ul style="list-style-type: none"> i. Click on “Edit Children in Home.” ii. Click on “Delete” button to remove child from home. <p>36. Notify Regional Licensors via email of new household members or household members who move out.</p>
Applicant / New Household Member	<p>37. For Youth age 16 and 17,</p> <ul style="list-style-type: none"> a. Follow background check process for CPA homes. <p>38. For everyone age 18+</p> <ul style="list-style-type: none"> a. Follow background check process for CPA homes.
Regional Licensors	<p>39. When anyone moves into the home during the 3-year licensing cycle:</p> <ul style="list-style-type: none"> a. Notify LD Administrative Support of background checks to be processed. <p>40. When anyone moves out of the home during the 3-year licensing cycle:</p> <p>41. Verify the person has been deleted as a household in WA CAP.</p>

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Adding or Deleting a Household Member During the 3-year Licensing Cycle	
LD Administrative Support	42. Receive and process background paperwork.
Regional Licensing Staff	43. Finalize background checks. 44. Send results to private agency.

What to do When a Child Turns 16 or 18 During the 3-Year Licensing Cycle

What to do When a Child Turns 16 or 18 During the 3-year Licensing Cycle	
Private Agency Licensor	<p>45. Background Checks will be completed whenever there is an update to a license or a new license is used (e.g., modification, amendment, renewal).</p> <p>46. When a child turns 18, they will be removed as a child and added in as an adult:</p> <ul style="list-style-type: none"> a. Download and save all documents as a pdf related to the person being removed. b. Upload saved PDFs into miscellaneous documents upload spot in WA CAP. c. ONLY AFTER ALL RELATED DOCUMENTS ARE SAVED AND REUPLOADED: Delete the child from the household in WA CAP. <ul style="list-style-type: none"> i. Click on “Edit Children in Home.” ii. Click on “Delete” button to remove child from home. d. Add the 18-year-old as an adult in WA CAP through “Edit Application” tab. <p>47. Contact foster home to complete Background Check Confirmation and Out of State Check (DCYF 15-460).</p>
Applicant(s)	<p>48. Follow background check process for CPA homes.</p> <ul style="list-style-type: none"> a. Complete Authorization and Consent to Share Records (CPA Home) (DCYF 115-824A)

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What to do When a Child Turns 16 or 18 During the 3-year Licensing Cycle	
	<p>b. Fill out Background Confirmation and Out of State Check (DCYF 15-460) and ensure background forms have been completed for applicants, all household members, and others living on the property.</p> <p>c. Upload valid government ID</p> <p>Note: Applicant(s) will click on “Background Check Central Unit (BCCU) link to complete their online background authorization form. Then applicant will enter confirmation code in WA CAP on the Background Confirmation and Out of State Check form. Each applicant/household member/others living on the property will do this and enter their confirmation code on their form.</p>
Private Agency Licensor	49. Notify Regional Licensor when ready to process.
Regional Licensor	50. Notify LD Administrative Support of background paperwork to process.
LD Administrative Support	51. Receive and process background paperwork.
Regional Licensing Staff	52. Finalize background checks. 53. Send results to private agency.

Amendment

Amendment	
Applicant(s)	54. Contact private agency licensor to give notice of the move.
Private Agency Licensor	55. Receive notification of the move. 56. Notify Regional Licensor of the move date. 57. Discuss the needed documents for the amendment with the applicant(s). 58. Select the “Waive” option and the reason for all documents not required for the applicant or agency as outlined in the Required Documents for Child Placing Agencies – Amendment .

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Amendment	
	<p>a. When waived, it shows applicant a green check mark and communicates it is not necessary for the type of license they are getting.</p> <p>59. Give applicant(s) the passcode “wacpa4kids” to enter on Stage 3 (Renewals, Amendments, Modifications, Change of Circumstance) to access Stage 4 (Application Documents).</p>
Applicant(s)	<p>60. Enter code and automatically be transferred into Stage 4 to access amendment documents.</p> <p>61. Complete required documents as outline in the Required Documents for Child Placing Agencies - Amendment.</p>
Private Agency Licensor	<p>62. Follow procedure for the amendment in Required Documents for Child Placing Agencies within expected timelines.</p> <p>63. Refer to DCYF LD WA CAP Upload Naming Convention when uploading into WA CAP.</p> <p>64. Notify Regional Licensor of move and of updated application. Note: Submission for an amended license must be done prior to the 30 days to allow the Regional Licensing time to review the amendment in time.</p>
Regional Licensor	<p>65. Notify LD Administrative Support of move application.</p> <p>66. Enter provider note in FamLink of move date.</p>
LD Administrative Support	<p>67. Update applicant’s address in FamLink after the signed application is submitted in WA CAP.</p> <p>68. Update applicant’s address under “Edit Application”.</p>
Private Agency Licensor	<p>69. Complete amendment documents and update required information in WA CAP by following Required Documents for Child Placing Agencies – Amendment within expected timelines.</p>
Private Agency Supervisor	<p>70. Review amendment documents.</p>
Private Agency Licensor	<p>71. Notify Regional Licensor when amendment documents are ready for review.</p>
Regional Licensor	<p>72. Review amendment documents.</p> <p>73. Notify Regional Licensor Supervisor to review amendment documents.</p>

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Amendment	
Regional Licensor Supervisor	74. Review amendment documents. 75. Notify Regional Licensor of approval.
Regional Licensor	76. Notify private agency of approval.
Private Agency Licensor	77. Provide “Foster Home License (DCYF 10-010)/License ID Card (LIC_0014B)” to foster family. Access by clicking on “Documents for Previous Application” button on Documents tab.

Change of Circumstance

Adding a Caregiver to a License (New 3 Year License)

Adding a Caregiver to a License (New 3 Year License)	
Applicant(s)	78. Contact Private Agency Licensor to give notice of the additional caregiver, including Legal Name, Date of Birth, and Phone Number.
Private Agency Licensor	79. Create additional caregiver in the “Edit Application” tab under the corresponding provider in WA CAP. DO NOT collect and enter an email address for Applicant B at this time. 80. Give currently licensed applicant (Applicant A) the passcode “ wacpa4kids ” to enter on Stage 3 (Renewals, Amendments, Modifications, Change of Circumstance) to access Stage 4 (Application Documents) to complete application with both applicant’s information.
Applicant(s)	81. Applicant A and Applicant B complete and sign application. 82. Complete background documents for Applicant B.
Private Agency Licensor	83. Contact Applicant B and complete Intake. 84. Discuss and provide information around the process and next steps. 85. Notify Regional Licensor background documents are ready to be processed.

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Adding a Caregiver to a License (New 3 Year License)	
Regional Licensor	<p>86. Review application.</p> <p>87. Notify LD Administrative Support</p>
LD Administrative Support	<p>88. Contact Binti Chat function to merge Applicant into existing licensed provider.</p> <p>89. Receive and process background paperwork.</p>
Regional Licensing Staff	<p>90. Finalize background checks.</p> <p>91. Send results to private agency</p>
Private Agency Licensor	<p>92. Complete licensing requirements for specific tracks following the Required Documents for Child Placing Agencies:</p> <ul style="list-style-type: none"> a. Foster License b. Kinship License <p>93. When completing the new home study, refer to the Home Study Update Process Map.</p> <p>94. Refer to DCYF LD WA CAP Upload Naming Convention when uploading into WA CAP.</p> <p>95. Home Study will not be signed at this time.</p>
Private Agency Supervisor	<p>96. Review all required documents. Suggested method:</p> <ul style="list-style-type: none"> a. Click on Actions link associated with the family, then Documents b. Click on PDF of Documents which will show all documents at once, Save to your computer, and add comments if warranted (the only documents it will show are the ones having a green check mark under Status) <p>97. Review Home Study Report (DCYF 10-043).</p> <ul style="list-style-type: none"> a. Click on “Download Incomplete Form” b. Click on download button in top right corner (arrow with a line) c. For Save As Type, select pdf. d. Add comments if applicable. <p>98. Review indicators in WA CAP.</p> <ul style="list-style-type: none"> a. Indicators are not thoroughly shown in the output report. b. Access within the home study. c. Click on Documents d. Scroll down to the Home Study section. e. Select “Form – Home Study (DCYF 10-043)” and not on the pdf.

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Adding a Caregiver to a License (New 3 Year License)	
	<p>Note: Do not edit. Comment on the pdf to indicate to Private Agency Licensors if additional information is needed.</p> <p>f. Verify indicators are assessed and mitigated in the home study.</p> <p>99. Home Study draft will not be signed at this time.</p>
Private Agency Licensors	<p>100. Revise documents if needed.</p> <p>101. Send a draft of the home study to the applicants when completed.</p> <p>102. Notify Regional Licensors when all required documents are ready for review.</p>
Regional Licensors	<p>103. Review documents.</p> <p>104. Notify Regional Licensors Supervisor if revisions and/or additional information is needed.</p>
Regional Licensors Supervisor	<p>105. Review required documents.</p> <p>106. Notify Regional Licensors of revisions and/or additional edits, if needed.</p>
Regional Licensors	<p>107. Notify Private Agency Licensors if revisions and/or additional information is needed.</p>
Private Agency Licensors	<p>108. Revise and/or add requested information.</p> <p>109. Notify Regional Licensors that forms have been revised.</p>
Regional Licensors	<p>110. Review revised/final documents.</p> <p>111. Verify revisions and/or additional information was included, if applicable.</p> <p>112. Notify Regional Licensors Supervisor updated paperwork is ready for review.</p>
Regional Licensors Supervisor	<p>113. Review revised/final paperwork.</p> <p>114. Notify Regional Licensors Home Study (DCYF 10-043) is ready to be signed by private agency licensors.</p>
Regional Licensors	<p>115. Notify private agency to sign and approve Home Study (DCYF 10-043).</p> <p>116. Verify Home Study (DCYF 10-043) is signed.</p> <p>117. Notify Regional Licensors Supervisor to finalize approval.</p>

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Adding a Caregiver to a License (New 3 Year License)	
Regional Licensor Supervisor	118. Approve License. 119. Notify Regional Licensor of approved license.
Regional Licensor	120. Notify private agency of approval.
Private Agency Licensor	121. Provide “Foster Home License (DCYF 10-010)/License ID Card (LIC_0014B)” and final home study to foster family. Access by clicking on “Documents for Previous Application” button on Documents tab.

Removing a Caregiver from a License (New 3 Year License)

Removing a Caregiver from a License (New 3 Year License)	
Applicant(s)	122. Contact Private Agency Licensor to give notice of the removal of caregiver.
Private Agency Licensor	123. Gather information regarding the reason for the caregiver removal and the effective date. 124. Notify Regional Licensor.
Regional Licensor	125. Contact Binti to remove the caregiver from the license. 126. Notify Private Agency Licensor the caregiver has been removed and continue with remaining steps following Required Documents for Child Placing Agencies – Change in Circumstance .
Private Agency Licensor	127. Send applicant the passcode “wacpa4kids” to access the application.
Applicant	128. Either: a. Complete a new application or, b. Update an existing application (will create an new version of the application)
Private Agency Licensor	129. Consult with Regional Licensor to determine necessary documents.

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Removing a Caregiver from a License (New 3 Year License)	
	NOTE: A new home study will need to be completed in WA CAP. Information from an old home study can be copied and pasted to a new home study, but an existing home study cannot be updated.
LD and CPA Staff	<p>130. Complete licensing requirements for specific tracks following the Required Documents for Child Placing Agencies:</p> <ul style="list-style-type: none"> a. Foster License b. Kinship License <p>131. When completing the new home study, refer to the Home Study Update Process Map.</p>

Change in Caregiver Ability to Care for Children

Change in Caregiver Ability to Care for Children	
Applicant(s)	132. Contact Private Agency Licensor to communicate the change in caregiver’s ability to care for children.
Private Agency Licensor	<p>133. Receive notification or private agency becomes aware of potential Change in Circumstance.</p> <p>134. Gather information about the specific circumstance.</p> <p>135. Staff situation with Regional Licensor and determine what action to take:</p> <ul style="list-style-type: none"> a. Modification or b. Updated Home Study. <p>136. For Modification only, follow steps 139-158 or,</p> <p>137. Complete procedure by following Home Study Update Process Map.</p>

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Modification

Modification	
Private Agency Licensor	<p>138. Determine if a modification is needed.</p> <p>139. Discuss the needed documents for modification with the applicant(s).</p> <p>140. Select the “Waive” option and the reason for all documents not required for the applicant or agency as outlined in the Required Documents for Child Placing Agencies – Modification.</p> <p>a. When waived, it shows applicant a green check mark and communicates it is not necessary for the type of license they are getting.</p> <p>141. Send Applicant(s) the passcode “wacpa4kids” to enter on Stage 3 (Renewals, Moves, Modifications, Change of Circumstance) to access Stage 4.</p>
Applicant(s)	<p>142. Complete all required documents outlined in Required Documents for Child Placing Agencies - Modification.</p> <p>143. Update Infant Safety Agreement if modification is to care for infants and they were not previously caring for infants.</p>
Private Agency Licensor	<p>144. Sign Infant Safety Agreement if modification is to care for infants and they were not previously caring for infants.</p> <p>145. Complete procedure for modification according to Required Documents for Child Placing Agencies – Modification.</p> <p>146. Refer to DCYF LD WA CAP Upload Naming Convention when uploading into WA CAP.</p>
Private Agency Supervisor	<p>147. Review all documents.</p> <p>148. Indicate if revisions and/or additional information is needed.</p>
Private Agency Licensor	<p>149. Revise documents if needed.</p> <p>150. Notify Regional Licensor when required modification documents are ready for review.</p>
Regional Licensor	<p>151. Review modification documents.</p> <p>152. Send email to Regional Licensor Supervisor to review modification documents.</p>

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Modification	
Regional Licensor Supervisor	153. Review modification documents. 154. Approve modification. 155. Notify Regional Licensor of approval.
Regional Licensor	156. Notify Private Agency Licensor of approval.
Private Agency Licensor	157. Provide “Foster Home License (DCYF 10-010)/License ID Card (LIC_0014B)” to foster family. Access by clicking on “Documents for Previous Application” button on Documents tab.

Re-Certified Respite

Re-Certified Respite	
Automated Process	158. WA CAP will send an automated email 90 days prior to the applicant’s license expiration. It will contain instructions on how to log in to WA CAP and the passcode “ wacpa4kids ” to enter in Stage 3 (Renewals, Moves, Modifications, Change of Circumstance). 159. Applicant(s) will enter code and automatically be moved into Stage 4 (Application Documents) to access renewal certification documents. 160. At 60 days to the certification expiration date, the home will appear on the dashboard of Regional Licensor and Private Agency Licensor as an upcoming renewal. Note: Applicant will enter code and automatically be moved into Stage 2 to access recertification documents.
Private Agency Licensor	161. Discuss with applicant(s) needed documents for the recertification according to Required Documents for Child Placing Agencies – Certified Respite Provider . 162. Select the “Waive” option and the reason for all documents not required for the applicant or agency as outlined in the Required Documents for Child Placing Agencies – Certified Respite Provider. a. When waived, it shows applicant a green check mark and communicates it is not necessary for the type of license they are getting.

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Re-Certified Respite	
Applicant	163. Complete background check documents. 164. Complete all other documents needed.
Private Agency Licensors	165. Notify Regional Licensors when background check documents are ready for processing.
Regional Licensors	166. Receive notification. 167. Notify LD Administrative Support to process background check documents for re-certification.
LD Administrative Support	168. Process background check documents.
Regional Licensing Staff	169. Finalize background checks. 170. Send results to private agency.
Private Agency Licensors	171. Complete and sign all applicable forms outlined in Required Document for Child Placing Agencies . 172. Refer to DCYF LD WA CAP Upload Naming Convention when uploading into WA CAP.
Private Agency Supervisor	173. Review required documents. 174. Indicate if revisions and/or additional information is needed.
Private Agency Licensors	175. Revise and/or add information if needed. 176. Notify Regional Licensors when all re-certification documents are ready for review.

Approval for Re-Certification of Respite Provider

Approval for Re-Certification of Respite Provider	
Regional Licensors	177. Review required documents. 178. Notify Regional Licensors Supervisor that the recertification documents are ready for review.

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Approval for Re-Certification of Respite Provider	
Regional Licensor Supervisor	179. Review required documents. 180. Notify Regional Licensor of approval.
Regional Licensor	181. Notify Private Agency Licensor of approval.
Private Agency Licensor	182. Provide Certified Respite Provider Approval Letter (DCYF 10-426). Access by clicking on “Documents for Previous Application” button on Documents tab.

Closing a Certified Respite Provider

Closing a Certified Respite Provider	
Private Agency Licensor	183. Notify Regional Licensor to close the Certified Respite Provider and include reason for closure.
Regional Licensor	184. Receive notification that provider wishes to close, or the provider did not follow through with the recertification process. 185. Notify Regional Licensor Supervisor to close respite provider.
Regional Licensor Supervisor	186. Change “Application Status” from “In Renewal Process” to “Closed (Post Approval)” in “Change Application Status” tab.

Closing a License

Currently Licensed, Not in Renewal

Currently Licensed, Not in Renewal	
Private Agency Licensor	187. Notify Regional Licensor to close the foster home license. a. Include reason and effective date for de-certification.

Original Date: May 17, 2023 | Revised Date: April 15, 2024 | Licensing Division
Approved for distribution by Jeanine Tacchini, Foster Care Licensing Senior Administrator

Currently Licensed, Not in Renewal	
Regional Licensor	188. Notify Regional Licensor Supervisor to close the license.
Regional Licensor Supervisor	189. Change from “In renewal process” to “Closed (Post Approval)” in “Update Status” section.

Pending Renewal and Provider Chooses to Withdraw and Close

Pending Renewal and Provider Chooses to Withdraw and Close	
Private Agency Licensor	190. Notify Regional Licensor to close the foster home license. a. Include reason and effective date for de-certification.
Regional Licensor	191. Notify Regional Licensor Supervisor to close the license.
Regional Licensor Supervisor	192. Change from “In renewal process” to “Closed (Post Approval)” in “Update Status” section.

Revocation

Revocation	
Regional Licensor	193. Place the license on an Involuntary No Referral. 194. Staff with Regional Licensor Supervisor and LD CPA Administrator 195. Determine if license needs to be revoked. 196. Communicate revocation decision with Private Agency Licensor, Private Agency Supervisor, and Regional Licensor Supervisor. 197. Follow existing LD revocation policy and procedure. a. Remove parent agency.

Original Date: Month XX, 20XX | Revised Date: Month XX, 20XX
Division | Approved for distribution by Name, Title