

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.

## TRANSFER BETWEEN PRIVATE AGENCIES PROCESS MAP



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

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**Applying with a Private Agency and Decide to Apply with a Different Private Agency – NOT YET LICENSED**

Note: Any documents completed prior to the transfer need to be completed and signed for them to transfer to the private agency. Any unfinished documents will not transfer.

Action by:	Action:
New Private Agency Licensors	1. <b>Notify</b> Regional Licensors about foster parent’s decision to apply with their private agency.
New Regional Licensors	2. <b>Contact</b> Current Regional Licensors to share foster parent’s decision. 3. <b>Contact</b> New Regional Licensors Supervisor to make the change in WA CAP.
New Regional Licensors Supervisor	4. Transfer application for the family. a. <b>Click</b> on Transfer Application tab at the top. b. <b>Select</b> which private agency the family is getting licensed through. c. <b>Click</b> on Transfer Application. 5. <b>Edit</b> Partner Agency. a. <b>Click</b> on Edit Application. b. <b>Update</b> Partner Agency. c. <b>Click</b> Update Application.

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Action by:	Action:
	6. <b>Follow</b> current FamLink procedures.
Private Agency Licensors	7. <b>Ask</b> applicant to update their application.
Applicant(s)	8. Update application. <ol style="list-style-type: none"> <li>a. <b>Go to</b> Application forms.</li> <li>b. <b>Update</b> all information as needed.</li> <li>c. Under Household Information, <b>put</b> the name of the new private agency who your getting licensed through.</li> <li>d. At the end, <b>update</b> Today's Date.</li> </ol> 9. <b>Follow</b> the appropriate steps: <ol style="list-style-type: none"> <li>a. CPA Foster License Process Map</li> <li>b. CPA Kinship License Process Map</li> </ol>

### Licensed With a Private Agency and Applying to a New Private Agency

This process is for applicant(s) who are currently licensed with a private agency and applying to a new private agency. If there is a break in service and the current license is closed, please follow the CPA Foster License Process Map.

\*NOTE: If there is an open investigation (CPS or Non-CPS) during the license transfer, the family cannot transfer until the investigation has been resolved.

Action by:	Action:
Applicant(s)	1. <b>Contact</b> current private agency and share your desire to switch to a new agency. 2. If there is one applicant, use a different email address to apply with the new agency. <ol style="list-style-type: none"> <li>a. <b>Current</b> email can be added to the applicant once the new license is approved.</li> </ol> 3. If there are two applicant(s), and co-applicant has an existing email in WA CAP, <ol style="list-style-type: none"> <li>a. <b>Request</b> for the co-applicant's email to be removed by current Private Agency Licensors to use it for a new account with the new agency, or</li> <li>b. <b>Use</b> a new email and share the new email with the new agency.</li> </ol> 4. <b>Contact</b> new CPA to share desire to switch.

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Action by:	Action:
	Note: Multiple accounts cannot be created using the same email address. If the same email is used to try and create a different account, an error message will appear.
New Private Agency Licensor	5. <b>Contact</b> new Regional Licensor to communicate family's plan to switch to their agency.
New Regional Licensor	6. <b>Contact</b> current Regional Licensor to communicate the family's plan to switch agencies, if applicable as it may be the same Regional Licensor for both private agencies.
Current Private Agency Licensor	<p>The main applicant's email needs to remain connected to the current WA CAP account for maintenance to continue while the family is transferring to a new agency.</p> <p>7. If there are two applicant(s), if co-applicant has an existing email in WA CAP,</p> <ol style="list-style-type: none"> <li>a. Ask if applicant(s) wants co-applicant's email removed or if they will be using a new email.</li> <li>b. If co-applicants' email will be used for the new account, communicate to Regional Licensor.</li> </ol> <p>8. Contact current Regional Licensor and communicate family is switching to a new agency.</p> <ol style="list-style-type: none"> <li>a. Indicate if co-applicant's email will be used for the new account.</li> <li>b. Indicate if other adult household members are in the home/on the property to have their emails disconnected from the current WA CAP account.</li> </ol>
Current Regional Licensor	<p>9. If co-applicant's email will be used for the new account, <b>contact</b> Binti to ask for the co-applicant email to be disconnected.</p> <ol style="list-style-type: none"> <li>a. <b>Request</b> to have adult household member's emails disconnected.</li> </ol> <p>10. <b>Notify</b> new Regional Licensor when this has been completed.</p>
Current Regional Licensor	11. <b>Enter</b> a provider note in FamLink to document the request to switch agencies.

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Action by:	Action:
New Regional Licensor	<p>12. <b>Contact</b> new private agency to let them know they can move forward with licensing the family.</p> <p>a. <b>Share</b> current Regional Licensor’s contact information to request documents, if applicable as it may be the same Regional Licensor for both private agencies.</p>
New Private Agency Licensor	<p>13. <b>Intake</b> family into WA CAP</p> <p>a. If there is one applicant, <b>use</b> a new email not currently connected to a WA CAP account.</p> <p>b. If there are two applicants, <b>use</b> co-applicant’s email as the primary applicant or a new email that is not currently connected to a WA CAP account.</p> <p>c. The primary applicant email needs to be an email the applicant(s) want to receive all WA CAP communication.</p>
Applicant(s)	<p>14. Applicant(s) will receive an automated email. A link will be provided to set a password and work on the application documents.</p> <p>15. <b>Complete</b> Home Study or Reassessment Application (DCYF 10-354)</p> <p>16. <b>Complete</b> Authorization and Consent to Share Records (CPA Home) (DCYF 15-824A)</p> <p>17. <b>Fill out</b> 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>18. <b>Upload</b> valid government ID            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.</p>
New Private Agency Licensor	<p>19. <b>Notify</b> Regional Licensor family is ready to apply.</p> <p>20. <b>Highly</b> recommend:</p> <p>a. <b>Contact</b> current Private Agency Licensor to discuss their experience in working with the family.</p> <p>b. <b>Contact</b> current Regional Licensor to request pdf of WA CAP documents and pdf of Home Study.</p>

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Action by:	Action:
New Regional Licensor	21. <b>Notify</b> LD Administrative Support of the new application. a. <b>Do Not Enter</b> this application into FamLink at this time. This will happen towards the end of the process.
LD Administrative Support	22. <b>Assign</b> new Regional Licensor as secondary in FamLink, if applicable.
LD Staff/Private Agency Staff	23. <b>Follow</b> the appropriate process map: a. <a href="#">Foster License Process Map</a> b. <a href="#">Kinship License Process Map</a>
New Regional Licensor Supervisor	24. When the license with the new private agency is ready for approval, a. <b>Notify</b> current Regional Licensor and Regional Licensor Supervisor, if applicable as it may be the same Regional Licensor for both private agencies. i. <b>Request</b> the license closure with the current private agency. ii. Current license end date in FamLink should be one day before the start of the new license date.
Current Regional Licensor	25. <b>Close</b> the current license in FamLink.
Current Regional Licensor Supervisor	26. <b>Approve</b> closure of current license in FamLink. 27. <b>Notify</b> new Regional Licensor and Regional Licensor Supervisor of the license closure. a. To avoid a gap in service, notification must occur on the same day as the license closure.
New Regional Licensor	28. <b>Notify</b> LD Administrative Support to launch new application under new private agency.
LD Administrative Support	29. <b>Launch</b> new application under new private agency in FamLink. 30. <b>Notify</b> Regional Licensor once entered.
New Regional Licensor	31. <b>Launch</b> approval in FamLink to Regional Licensor Supervisor.

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Action by:	Action:
New Regional Licensor Supervisor	32. <b>Approve</b> new license. 33. Once approved, <b>email</b> the WA CAP team, and <b>request</b> the merge of the two providers in WA CAP.

### Transfer Locations/Provider Numbers Within Same Private Agency

This process is for when a private agency has multiple locations with different provider numbers and an applicant(s) who is currently licensed with the agency is transferring from one location to another.

Action by:	Action:
Current Regional Licensor	34. <b>Receive</b> a request from the current and new private agency licensor stating the foster home wants to change agencies. 35. <b>Discuss</b> and <b>determine</b> the license end date with the CPA. <ul style="list-style-type: none"> <li>a. Indicate the file will no longer be seen by the previous location once the change is made in WA CAP.</li> </ul> 36. <b>Staff</b> the license transfer request with RL Supervisor or AA, if applicable. 37. <b>Document</b> in FamLink the request, reason, and date for the license transfer request in a provider note when the CPA first requests the license transfer. 38. <b>Contact</b> new Regional Licensor of the new location to communicate the information, if applicable.
LD Staff	39. <b>Collaborate</b> to complete the closure of the old license and approve the new license.
Regional Licensor Supervisor	40. <b>Transfer</b> applicant from one location to another. 41. <b>Reassign</b> Regional Licensor, if applicable. 42. <b>Notify</b> LD Administrative Support to make change in FamLink.
LD Administrative Support	43. <b>Close</b> the old license in state's system and send to Regional Licensor Supervisor for approval. 44. <b>Enter</b> the new private agency's provider number in state's system. 45. <b>Notify</b> new Regional Licensor (if applicable) that the new license is ready to be launched. 46. <b>Communicate</b> with current and new Regional Licensors throughout the process.

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Action by:	Action:
New Regional Licensors	<p>47. <b>Launch</b> a new license.</p> <p>48. <b>Send</b> approval request to Regional Licensors Supervisor.</p> <p>49. <b>Notify</b> RL Supervisor license is ready for approval.</p> <p>50. If there is a current placement in the home, <b>notify</b> CW caseworker, Tribal caseworker, DDA caseworker, and any other of the completed license transfer, as applicable.</p>
LD Staff	<p>51. <b>Complete</b> steps 6-13 on the same day to avoid a gap in service.</p> <p>52. <b>Follow</b> procedures for issuing a new license and notify CPA of new license approval.</p> <p>a. No new license approval letter or ID is needed.</p>