



**STATE OF WASHINGTON**  
**DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES**

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December 5, 2022

**TO:** Regional Administrators and Deputy Regional Administrators  
for distribution to Area Administrators, and CPS staff

**FROM:** Darcey Hancock, Director of Field Operations

**SUBJECT:** Eliminating Initial Face-to-Face (IFF) Extensions

As of December 5, 2022, all child welfare Initial Face-to-Face (IFF) extensions will be discontinued.

All other requirements within policy **2310. Child Protective Services (CPS) Initial Face-To-Face (IFF) Response** will remain in effect, including all attempts to complete IFF's within the required timeframes. This policy will be updated at a later date to reflect this change.

This change is being implemented for a number of reasons including:

- Prioritization of the need to assess the safety of children through early contact
- Reduction in workload
- Alignment of data to reflect practice

In support of this change and to help track IFF's, IFF summary reports will now reflect if a child has been seen or not seen as the default view.

If you have additional questions please email Tarassa Froberg, CPS/FVS Program Manager at [tarassa.froberg@dcyf.wa.gov](mailto:tarassa.froberg@dcyf.wa.gov).