



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

1500 Jefferson Street, SE • P.O. Box 40975 • Olympia WA 98504-0975

January 3, 2023

TO: SAM Area Administrators and CPS staff
FROM: Ron Effland, Senior Administrator Licensing Division
SUBJECT: Eliminating Most Initial Face-to-Face (IFF) Extensions

As of December 5, 2022, all Child Welfare Initial Face-to-Face (IFF) extensions were discontinued. As of January 3, 2023, **most Licensing Division (LD) IFF extensions will be discontinued.** The extensions **still being continued** for LD are:

- Additional Identified Victim At Risk
- Additional Identified Victim Not At Risk
- Child in Custody of Parent Who is Not the Alleged Subject
- Referral Changed From Licensing to DLR/CPS

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 IFFs 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 IFFs, IFF data reports will reflect if a child has been seen or not seen.

If you have additional questions, please email Melissa Sayer, Licensing Division Safety Administer at Melissa.Sayer@dcyf.wa.gov.

Thank you,

A handwritten signature in black ink, appearing to read "Ron Effland".

Ron Effland, LD Senior Administrator