|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | RESIDENTIAL CARE SERVICES (RCS)  **Adult Family Home (AFH) Personnel Changes** | | | | | ADULT FAMILY HOME NAME | | | |
| LICENSE NUMBER | | UBI NUMBER | |
| This form should be used in compliance with Washington Administrative Code (WAC) [388-76-10041](https://apps.leg.wa.gov/wac/default.aspx?cite=388-76-10041) to notify the department when officers, directors, members, or owners change. If a change of ownership as defined under WAC [388-76-10105](https://apps.leg.wa.gov/wac/default.aspx?cite=388-76-10105) is required, please fill out the Adult Family Home Application, [DSHS 10-410](https://www.dshs.wa.gov/office-of-the-secretary/forms?field_number_value=10-410&title=&=Apply), and do not use this form.  **I am notifying the department that my adult family home is (please check all that apply):**  Adding someone to the entity  Removing someone from the entity  **Instructions – Incomplete forms will not be accepted:**  1) List all the officers, directors, members, and owners that will be affiliated with the entity after the proposed change.  2) Complete all columns for each person listed. The percent of ownership should total 100%, except in the case of non-profit corporations.  3) Attach a signed and dated relinquishment statement from each officer, director, member, or owner who is to be removed from affiliation with the entity.  4) Email the completed form and applicable attachments to [BAAU@dshs.wa.gov](mailto:BAAU@dshs.wa.gov). | | | | | | | | | |
| NAME (FIRST, MIDDLE, LAST) | | HAS CONTROL\* OF THE PROVIDER? | BACKGROUND CHECKS CONDUCTED IN COMPLIANCE WITH WAC 388-76-10160 THROUGH 1081? | TITLE AND POSITION IN THE HOME | | SOCIAL SECURITY NUMBER | DATE OF BIRTH (MM/DD/YYYY) | | % OF OWNERSHIP (FOR NON-PROFIT CORPORATIONS, THIS SHOULD BE 0) |
|  | | Yes  No | Yes  No |  | |  |  | | **%** |
|  | | Yes  No | Yes  No |  | |  |  | | **%** |
|  | | Yes  No | Yes  No |  | |  |  | | **%** |
|  | | Yes  No | Yes  No |  | |  |  | | **%** |
|  | | Yes  No | Yes  No |  | |  |  | | **%** |
| **\* Control** means the possession, directly or indirectly, of the power to direct the management, operation, and/or policies of the adult family home, whether through ownership, voting control, by agreement, by contract or otherwise. (WAC [388-76-10105](https://apps.leg.wa.gov/wac/default.aspx?cite=388-76-10105))  **By signing this form, I attest on behalf of this entity that everyone listed on this form meets the qualifications required for their position under WAC Chapter** [**388-76**](https://apps.leg.wa.gov/wac/default.aspx?cite=388-76) **and WAC Chapter** [**388-112A**](https://apps.leg.wa.gov/wac/default.aspx?cite=388-112A)**. I also attest that residents have been notified of this change.** | | | | | | | | | |
| SIGNATURE OF PERSON COMPLETING THIS FORM DATE | | | | | PRINT NAME HERE | | | | |
| EMAIL ADDRESS | | | | | TITLE | | | | |
| **For office use only:**  STARS Updated  FM Notified  Not processed returned to licensee  Date:  Initials: | | | | | | | | | |