STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Home and Community Living Administration
PO Box 45600, Olympia, WA 98504-5600

December 17, 2025

HCLA: ALF #2025-052
BED CAPACITY UPDATES FOR EXPANDED COMMUNITY SERVICES (ECS) AND ENHANCED ADULT RESIDENTIAL CARE (EARC)

Dear Administrator,

The purpose of this letter is to inform you that, effective immediately, the ECS bed capacity limit language found in the ECS Statement of Work (SOW) section of the ALF 1002XS and EARC 1006XS contracts will be removed.

Specifically, the ECS SOW Special Terms and Conditions, Section (5) ***Maximum Capacity, subsections (a) and (b),*** of contracts 1006XS and 1002XS will no longer require a client capacity limit of maximum number of sixteen (16).

In addition, pursuant to **subsection (3)** of the ECS SOW, "*In the event the number of Clients served changes, the parties agree that an amendment to this contract is not required*," a contract amendment is not necessary.

Accordingly, this letter serves as your official notice of the elimination of the maximum capacity requirement. Contracts will be updated at their next renewal date.

Please submit any questions or concerns directly to JD Selby, HCS Residential Support Waiver Program Manager at james.selby@dshs.wa.gov.

Sincerely,

Catherine Kinnaman, Director
Home and Community Services

DSHS: *"Partnering with People"*

Attachments:
- Client Service Contract: Enhanced Adult Residential Care (EARC)
- Client Service Contract: Assisted Living Services (AL)
- Client Service Contract: Enhanced Adult Residential Care and Expanded Community Services (EARC/ECS)