STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Home and Community Living Administration
P.O. Box 45600 • Olympia, Washington 98504

January 12, 2026

HCLA: CCRSS #2026-001
CLARIFYING BACKGROUND CHECK REQUIREMENTS IN CERTIFIED COMMUNITY RESIDENTIAL SUPPORT SERVICES (CCRSS)

Dear Provider/Administrator:

This letter supersedes HCLA: CCRSS #2025-025.

The department has received several questions regarding who and what kind of background checks, including fingerprint checks, are required in the Community Residential Support Services (CCRSS) setting.

In addition, the previously issued Dear Provider Letter, HCLA: CCRSS #2025-025, included information that was confusing. The intent of this letter is to clarify and reiterate the current background check requirements for facility staff and owners/operators of CCRSS. *The process and requirements have not changed*.

Staff Background Check Requirements

- Provider requirements for background checks in CCRSS settings are located in WAC 388-101D, WAC 388-113, and WAC 388-825.
- **Group home** providers licensed as adult family homes must follow background check requirements under chapters 388-76, 388-113, and 388-825 WAC.
- **Group home** providers licensed as assisted living facilities must follow background check requirements under chapters 388-78A, 388-113, and 388-825 WAC.
- **Who is required to have national fingerprint background checks?**
  - Applicants (defined in WAC 388-113-0010) including employees, volunteers, students, interns, licensees, service providers, contractors, or other individuals who may have unsupervised access to minors and vulnerable adults hired on or after January 1, 2016 (*who are not disqualified by the Washington state name and date of birth background check* (WNDOB)), **must** complete the national fingerprint-based background check and follow department procedures per WAC 388-101D-0070.
- **Provisional hires:**
  - WAC 388-101D-0080 states that each service provider applicant or employee who has lived in Washington less than three years, or who is otherwise required to complete a national fingerprint-based background check, may be hired for a 120-day provision period when:
    - ✓ That person is not disqualified based on the initial results of the background check from the department; and
    - ✓ A national fingerprint-based background check is pending. **Pending means*: *A fingerprint appointment has been scheduled per* (per WAC 388-113-0109).

- WAC 388-113-0109 defines the circumstances under which individuals who are required to complete a fingerprint-based background check may have unsupervised access for 120-day provisional period when both:
  - ✓ Th individual is not disqualified by the WNDOB check or interim letter; and
  - ✓ A fingerprint-based background check is pending.

Please note:

- The statement made on the previous letter, "Individuals who have not resided in Washington for three consecutive or continuous years or for those who reside outside of the state but work in Washington undergo fingerprint-based background checks," is **NOT** a requirement for CCRSS under WAC 388-101D or WAC 388-825.
- The statement regarding background checks on individuals 16 years old and over living in the home of a CCRSS companion home provider authorized by DDCS, is **NOT** applicable to this Dear Provider Letter.

For questions regarding this notification, please contact:

RCS Policy Unit
RCSPolicy@dshs.wa.gov

Jeanette Childress, Background Check Manager for DDCS
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Sincerely,

Amy Abbott, Director
Residential Care Services

DSHS: *"Partnering with People"*

References:

WAC 388-101D-0065	Background Check – General
WAC 388-101D-0070	Background Checks – National Fingerprint Background Checks
WAC 888-101D-0080	Background Checks – Provisional hire –Pending Results
WAC 388-113	Disqualifying Crimes and Negative Actions
WAC 388-825	Developmental Disabilities Administration Service Rules