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

06/01/2026

HCLA: ALF #2026-022
Memory Care Certification Application and Memory Care Disclosure Forms

Dear Administrator:

The Department of Social and Health Services (DSHS) has published the application for Memory Care Certification and the optional Memory Care Disclosure forms on the Electronic DSHS Forms website. Links have been provided to the Word version of each document. Please note the *application* and the initial certification fee must be submitted to Home and Community Living Administration (HCLA) Budget and Finance Unit as listed on the first page of the application for certification.

- Assisted Living Facilities (ALF) Certified Memory Care Application (DSHS 10-745)
- Assisted Living Facilities (ALF) Certified Memory Care Disclosure (DSHS 16-346)

To help facilitate the completion of the certification application, a link to the proposed draft rules can be found on the Assisted Living Facility Professionals website under "Certification of Memory Care Services."

A previously released Dear Provider Letter ALF #2026-009 from February 26, 2026, discusses how the time period between when an application is received and when the certification is issued by the department will be handled when a facility submits their application for certification by July 1, 2026.

Exemption Requests

During the application for certification process some ALF's may need to apply for exemptions related to enforcement actions and/or general design for memory care. The Department has provided an outline in the draft rules under WAC 388-78A-2384 (2)(a)-(d) Certification memory care-Implementation requesting from the facility:

- A description of the requested exemption;
- The specific rule (WAC) for which the exemption is sought;
- A description of what the facility has in place for certification at the time of the exemption request.

For the department to better track the exemption request please include the ALF's full name, license number, and name of a contact person on the request. Please email exemption requests to RCSPolicy@dshs.wa.gov at the time you submit your memory care certification application.

Facilities completing a change of ownership (CHOW) where the current licensee will still be the owner on July 1, 2026:

- The current licensee will need to submit an initial application for certification to be compliant with the draft rules.
- The prospective licensee will also need to submit an initial application for certification with their ALF application packet to the department.
- The department has an internal tracking system to link the current licensee's application for certification and the prospective licensee's application for a CHOW and certification.

Recently Washington Health Care Association (WHCA) and LeadingAge Washington in collaboration with Residential Care Services (RCS) hosted a webinar on the draft rules for Memory Care Certification standards. From the presentation a Frequently Asked Questions (FAQ's) document was developed and is available on Assisted Living Facility Professionals webpage under Certification of Memory Care services titled Frequently Asked Questions Memory Care Certification Standards.

For questions related to the memory care certification standards, please contact Tamara Tredo, Assisted Living Facility and Enhanced Services Facilities Policy Program Manager, (360)-999-0237 or RCSPolicy@dshs.wa.gov.

Sincerely,

Amy Abbott, Director
Residential Care Services

DSHS: *"Partnering with People"*