



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Aging and Long-Term Support Administration
PO Box 45600, Olympia, WA 98504-5050

September 8, 2014

AL TSA: AFH #2014-010
COMMON ERRORS THAT CONTRIBUTE TO DELAYS
IN PROCESSING AFH APPLICATIONS

Dear Adult Family Home Provider:

It has come to our attention that prospective providers who are applying for an initial license, providers applying for additional homes, or those who wish to apply for a license in a new location are getting frustrated with the amount of time it takes to process their application.

Since it is the goal of Residential Care Services to support our providers and prospective providers in the best way we can, we wanted to share some of the factors that are contributing to the delays.

While factors such as increased volume of applications contribute to delays, the applications unit has identified that incorrect or incomplete applications are the largest contributor to long delays. Some of the most common mistakes made on applications are:

Required documents are missing

- Background authorization forms are not completed or submitted.
- Building inspection checklist is not completed by building inspector.
- In the case of a change of ownership, the required 60 day notice to residents and relinquishment letter are not included.
- Home care aide certification or exemption (if applicable) not submitted.
- Manager level specialty training certificates not submitted.

Sections of the application are incomplete

- Resident manager information is left blank. Even if the provider (applicant) will be the resident manager, it must be filled in.
- Signatures for consent are not complete.

Sections of the application are filled in incorrectly

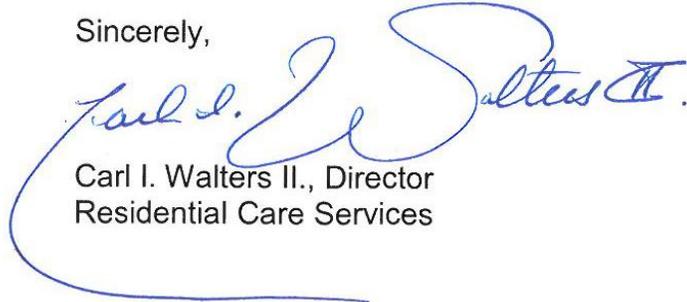
- The proof of Unified Business Identifier number (UBI) and Employer Identification Numbers (EIN) don't match the names on the application.
- Minimum qualifications checklist not checked correctly.
- Spouse signs the certification section when it is not required.

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We hope to provide more detailed directions on how to complete the AFH application form in the near future and will post this list of common errors and omissions to the AFH professional page at <http://www.altsa.dshs.wa.gov/professional/afh/applications.htm>.

Thank you in advance for helping your fellow providers and prospective providers navigate the application process as timely as possible.

Sincerely,

A handwritten signature in blue ink that reads "Carl I. Walters II." The signature is stylized and cursive, with a large loop at the end.

Carl I. Walters II., Director
Residential Care Services

Transforming Lives