



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Aging and Long-Term Support Administration
PO Box 45600, Olympia, WA 98504-5600

September 29, 2014

ALTSA: AFH #2014-014
BACKGROUND CHECK CENTRAL UNIT FORM CHANGES

Dear Adult Family Home Providers and Interested Parties:

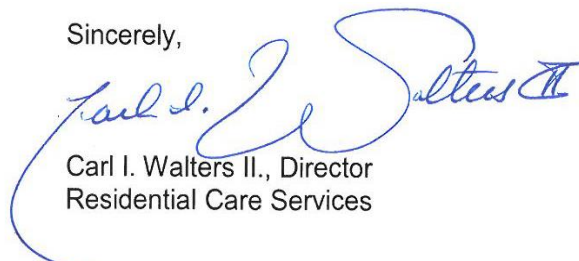
The Background Check Central Unit (BCCU) has a new Applicant Affidavit and Applicant Request for Background Check Information form. These forms are available as of August 18th, 2014. Please review the information below for an overview of the changes and important dates:

- **Applicant Affidavit (DSHS 27-109)**
 - Combined 2 forms into one to reduce confusion. "General affidavit" and "protection order affidavit" now combined.
 - The updated instructions provide applicants with an understanding of the process, what to expect and options to send information to our office [fax, mail, email].
 - The new instructions also provide specific directions around common issues such as information needed related to drug crimes, etc.
 - Multiple choice selection is user-friendly, guiding applicants to provide complete explanations.
- **Applicant Request for a Copy of Their Completed Background Check Information (DSHS 27-110)**
 - The requestor can now select from 3 different options including the ability to identify a specific OCA or facility name.
 - Address line for apartment and zip code added resulting in complete information up front.
 - Added fields to confirm identify of applicant/requestor.
- **Procedures:**
 - New forms will be accepted beginning August 18, 2014.
 - Expired forms will be accepted through **October 31, 2014**.
 - Old forms submitted after **October 31, 2014** will be returned unprocessed by BCCU and will delay completion of the request.

Copies of the forms are available online at <http://dshs.wa.gov/bccu/bccuforms.shtml> or you can contact BCCU at 360.902.0299 to have a form sent to you. You may also be interested in visiting the BCCU website, <http://dshs.wa.gov/bccu/>, which includes frequently asked questions, BCCU forms, turnaround times, and BCCU contact information.

If you have any questions, please contact Christi Pederson, AFH Policy Program Manager at (360) 725-3204 or by email pedercl@dshs.wa.gov.

Sincerely,



Carl I. Walters II., Director
Residential Care Services

"Transforming Lives"