



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

July 8, 2015

**AL TSA: AFH #2015-015**  
**STAFF RECORD REVIEW: BACKGROUND CHECKS**

Dear Adult Family Home Provider:

This letter is to remind you of the requirement that you must keep staff records in a place readily accessible to your licensor. These documents must be available during your staff's employment and for at least two years following employment (Washington Administrative Code 388-76-10198). Here is a link to the licensing regulation so you can read it in full: <http://app.leg.wa.gov/WAC/default.aspx?cite=388-76-10198>

Please note that licensors during inspection visits will be checking all background checks of staff employed in your home since the last survey, even if they no longer work in the home.

Thank you for your commitment to serving the vulnerable adults in your community.

Sincerely,

Kathy Morgan, Interim Director  
Residential Care Services

*"Transforming Lives"*