



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

January 6, 2015

**ALTSA: AFH #2016-002**  
**DISCLOSURE OF CHARGES FORM REVISION**

Dear Adult Family Home Provider:

SB 5630 passed in 2013 and required DSHS to develop two standardized disclosure forms to be used by all AFH facilities, one of which being the Disclosure of Charges Form.

Effective August 1, 2015 AFH providers were required to provide the form to all residents admitted to the home on or after this date. The footnote at the bottom of the form had a statement which read, “\*Does not apply to residents receiving Medicaid.” This led to confusion, as some thought if the resident was receiving Medicaid, then the form did not need to be completed.

All residents admitted to the home after August 1, 2015 must be provided the Disclosure of Charges form. The footnote of the Disclosure of Charges form has been revised to clarify which sections of the form do not need to be completed for residents receiving Medicaid, as this is either covered by Medicaid or not applicable to resident receiving Medicaid.

The revised Disclosure of Charges form is available for download on the ALTSA AFH professional page at <https://www.dshs.wa.gov/altsa/residential-care-services/information-adult-family-home-providers>. If you have already completed the Disclosure of Charges form prior to the change, you do not have to complete a new form.

As always, thank you for all that you do to care for the vulnerable adults in your community.

Sincerely,

Candace Goehring, Director  
Residential Care Services

*“Transforming Lives”*