



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

February 18, 2020

**AL TSA: AFH #2020-004**  
**CR-103 ADULT FAMILY HOME RULE FILING**

Dear Adult Family Home Provider:

This message is to announce the filing of a [CR-103](#) (Permanent Rule) amending Chapter 388-76 of the Washington Administrative Code (WAC) of the adult family home licensing rules. The Department is amending and adding to these rules to address concerns about the licensing and application process.

In May 2019, notification of the filing of a CR-102 began the permanent rule adoption process. A public hearing was held on July 9, 2019. Pursuant to changes made as a result of comments received from that hearing, a second public hearing was held on December 10, 2019. See the [Concise Explanatory Statement](#) for more information.

The department filed the CR-103P permanent rules ([WSR 20-05-016](#)) on February 6, 2020. The permanent rule will become effective on March 8, 2020.

The scope of these changes is to:

- Amend definitions of applicant, entity representative, and provider to be more inclusive of different business structures that may receive a license for an adult family home;
- Clarify training requirements for adult family home staff;
- Update the requirements for a change of ownership application;
- Create a new requirement to submit notice when certain personnel change, which takes the place of a change of ownership for some scenarios;
- Create a succession plan in case of emergency; and
- Make some general language changes for clarity.

The permanent rule won't appear online for at least two weeks after the full text of the rule is published in the Washington State Register.

If you have any questions, please contact Libby Wagner, Policy Unit Manager, at (253) 234-6061 or [libby.wagner@dshs.wa.gov](mailto:libby.wagner@dshs.wa.gov).

Sincerely,

Candace Goehring, Director  
Residential Care Services

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