



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

September 15, 2022

**ALTSA: AFH #2022-042**  
**TRANSFER AND DISCHARGE NOTICE REQUIREMENTS**

Dear Adult Family Home Provider:

This letter is to clarify the requirements related to resident notice of transfer and discharge. When providing notice of transfer or discharge you must meet the requirements of RCW [70.129.110](#), RCW [70.129.030](#) and WAC [388-76-10616](#). The notice must include the location to which the resident will discharge. This section cannot be blank. If the specific location is unknown at the time of notice, you can temporarily note the type of setting to which the resident will discharge, such as an adult family home, assisted living facility, or home. Once a physical location or address is known, you must update the notice with the address. You must not discharge a resident without a known discharge location.

Thank you for your continued commitment to resident health and safety. If you have any questions, please contact [Colleen Jensen](#), Policy Program Manager at 564-999-3182.

Sincerely,

Mike Anbesse, Director  
Residential Care Services

*DSHS: "Transforming Lives"*