



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

June 6, 2023

ALTSA: AFH #2023-022
ALTSA: ALF #2023-021
ALTSA: ESF #2023-019
EXCEPTION TO RULE FACT SHEET

Dear Provider/Administrator:

The purpose of this letter is to provide the basic facts regarding Exceptions to Rule (ETR). DSHS uses Washington Administrative Code (WAC) Chapter 388-440 WAC as the legal authority for a personal care ETR. To be granted an ETR the client's situation must differ from the majority of those in the same classification group. A client, a client's representative, a Home and Community Services (HCS) or Area Agency on Aging (AAA) Case Manager, or Adult Family Home (AFH) provider may request a personal care ETR. Upon submission the personal care ETR Committee at Aging and Long-Term Support Administration (ALTSA) Headquarter office makes the final decision on a personal care ETR request.

Please reference [Personal Care Exceptions to Rule – FAQ For Providers](#) for additional details and basic facts.

Sincerely,

Amy Abbott, Director
Residential Care Services

Catherine Kinnaman, Director
Home and Community Services

DSHS: "Transforming Lives"