



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

January 18, 2024

AL TSA: AFH #2023-002
AFH APPLICATION NOTICE

Dear Adult Family Home Provider:

This letter is to let you know about a technical issue with the adult family home (AFH) online license application. Residential Care Services has found there are certain symbols that, when used, can prevent the submission of the license application. Please follow this guidance when completing your AFH license application.

Effective immediately, do not use the following symbols: **&**, **=**, **+**, and **#**. Instead, use the following terms: (and) (equals) (plus) (number sign), spelling out the words, with parentheses on either side. For example, if your adult family home is called Hope & Love AFH you would write Hope (and) Love AFH. Or, if your entity is called Beth + John LLC, write Beth (plus) John LLC.

We have updated the [Instructions](#) for the license application accessed on the ALTSA AFH [Provider](#) and [Prospective Provider](#) webpages. The Business Analysis and Applications Unit (BAAU) will directly notify any applicants whose license applications are affected and work with them to ensure their applications are submitted successfully. We are researching a permanent fix to this issue and will advise you of any changes.

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 or colleen.jensen1@dshs.wa.gov.

Sincerely,

Amy Abbott, Director
Residential Care Services

DSHS: "Transforming Lives"