



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

August 2, 2024

**AL TSA: AFH #2024-030**  
**ADULT FAMILY HOME SUCCESSION PLAN**

Dear Adult Family Home Provider:

In 2020, Washington Administrative Code (WAC) [388-76-10201](#)- Succession plan went into effect. The rule requires adult family homes (AFH)s to have a written plan addressing how they will continue to meet the requirements of Chapter [388-76](#) WAC in the event that the provider or entity representative is unable to fulfill their duties in the home. The AFH must make the plan available to the department upon request.

The requirement for a succession plan became effective March 8, 2020, immediately preceding the COVID 19 Public Health Emergency (PHE). The PHE brought numerous changes that overshadowed most other updates during that time. We are bringing this to your attention so you are aware of the requirement to have a succession plan that you can readily implement should the need arise.

Beginning September 1, 2024, Residential Care Services AFH licensors will request to view your AFH succession plan during routine licensing inspections.

Residential Care Services and the Adult Family Home Council will provide a brief information session about succession plans during the Quarterly AFH Forum (virtual) on August 29, 2024. The Forum announcement and registration link was sent to Gov Delivery subscribers on July 29. You can also register with this link:

<https://register.gotowebinar.com/rt/2073431977696642654>. If you are not receiving Gov Delivery notices you can sign up here: [Washington State Aging and Long-Term Support Administration \(govdelivery.com\)](https://www.wa.gov/aging-and-long-term-support-administration).

Thank you for your continued commitment to resident health and safety. If you have any questions, please contact your local RCS Field Manager.

Sincerely,

Amy Abbott, Director  
Residential Care Services

DSHS: "Transforming Lives"