**Adult Family Home (AFH) Information Sheet**

Voluntary Closure

**Review** [**Chapter 388-76 WAC**](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true) **for current licensing requirements**

**What must I do if I voluntarily choose to close my adult family home?**

See WACs [388-76-10050](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true#388-76-10050), [388-76-10210](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true#388-76-10210), [388-76-10315](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true#388-76-10315), and [388-76-10915](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true#388-76-10915)

* Give the department, the residents, and the residents’ representatives written notification at least thirty days before the home closes.
* Safeguard the records, maintaining their confidentiality, and keep them accessible.
* Keep the records for three years after the resident leaves the home.

**How do I comply with the above requirements?**

* Send a plan for the preservation of resident records to the Field Manager no later than 7 calendar days after the date of the notice of closure, unless an alternate due date has been discussed with the Field Manager.
* Resident records must be in a place available to department staff so that they may review them when requested.

**What must I include in my plan for preservation of the resident records?**

* A statement that prior to closure you will give the department a list of the names of each resident whose records will be stored by the adult family home; the names of each resident whose records accompanied him or her to a new home, and the name of the new home.
* An explanation of how you will safeguard the records, maintain their confidentiality and keep them accessible to the department or other authorized parties.

*(Updated October, 2021)*