



STATE OF WASHINGTON

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

CHILDREN'S ADMINISTRATION

RE: Certified Respite Care Provider in Licensed Foster Homes

Dear _____ :

I am pleased to let you know that you have been approved by Children's Administration to be a certified respite care provider in a licensed foster home.

Your respite care certification is associated with two helpful numbers:

FamLink Provider number

Social Service Payment System (SSPS) number

Please remember to:

- Notify your licensor of an address change.
- Send your licensor verification of your First Aid and CPR re-certifications as you obtain them. First Aid and CPR must always be current.
- Report suspected child abuse and neglect to your local child protective services office at 1-866-ENDHARM.

Criminal history clearances must be processed every three years for you to continue as a certified respite provider. Your clearance expires _____. You will receive new clearance forms from Children's Administration in three years that will need to be completed and returned.

Please contact me with any questions. Children's Administration appreciates your willingness to provide respite care to foster children. I look forward to working with you.

Sincerely,

Licensor:

Phone:

Email: