Unlicensed Home Study Road Map

Home studies are required for all caregivers to have placement of a child in out-of-home care, including relatives and suitable others. The goal is to have the home study completed 120 days from the date your application is received.

1. Caregivers will receive a home study packet from the child’s worker, at a Family Team Decision Making (FTDM) meeting or from the Division of Licensed Resources (DLR).

2. The home study starts when the caregiver submits an application and background checks for all household members age 16 and older to DLR.

3. A home study writer will be assigned and you will receive confirmation of your application being received within seven (7) days.

4. Caregivers will complete all remaining documents and submit them to your home study writer. Please follow your Unlicensed Placement Application Checklist.

5. Your home study worker will contact you to schedule your interviews and home inspection.

6. Caregivers finish up any other requirements outstanding for you or your home.

7. Home study worker will complete a minimum of three (3) face-to-face interviews, with at least two (2) in the home, write the home study and submit it to the supervisor for review.

8. Approved caregivers will receive an approval letter and other useful information in the mail.

Thank you for serving our community’s children!

Get help throughout the process. Contact your liaison at:

Eastern Washington • 1-877-620-5748
Western Washington • 1-866-958-KIDS