



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

April 22, 2015

ALTSA: AFH #2015-006

REMINDER: IMPORTANCE OF PAYING THE REQUIRED ANNUAL LICENSE FEE

Dear Adult Family Home Provider:

It has recently come to our attention that some adult family homes are failing to pay their annual bed fees on time. Although we understand that as an adult family home owner, you are very busy and have many responsibilities, we want to remind you of the importance of complying with the laws and rules that govern adult family homes. The rule that addresses this issue is WAC 388-76-10025.

- The adult family home must pay the license fee that is established in the state's operating budget, as described in RCW 70.128.060.
- Each year, the home's annual license fee is due during the same month in which the home was initially licensed. For example, if the home was licensed in June, 2010, then the annual licensing fee will be due in June of each year.
- The home must ensure that the department receives the annual license fee when it is due.
- If the home does not pay the fee when it is due, the department will impose remedies.

Invoices for annual bed fees are sent to each AFH 60 days prior to the due date. It is the AFH provider's responsibility to ensure payment is received by the due date.

When a payment is late, Residential Care Services (RCS) will file a complaint with the Complaint Resolution Unit and an investigator will visit the home. If payment is still not received the following progressive actions will be imposed:

1. Denial of an application for a license;
2. Impose reasonable conditions on a license;
3. Impose civil penalties;
4. Order stop placement; and/or
5. Suspension or revocation of a license.

RCS would like to acknowledge that caring for vulnerable adults requires a great deal of time and is often stressful. We recognize that based on your busy schedule, it is not always easy to keep track of due dates. It is our desire to be supportive of your efforts but providers who fail to pay their bed fees on time impacts everyone.

As always, we would like to thank for all that you do in providing quality care to the vulnerable adults in your community.

Sincerely,

Carl I. Walters II., Director
Residential Care Services

"Transforming Lives"