



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

December 3, 2020

AL TSA: AFH #2020-068

UPDATES TO PERSONNEL CHANGE FORM AND INFORMATION CHANGE FORM

Dear Adult Family Home Provider:

In March, 2020, the Department of Social and Health Services (department) created a new form, Adult Family Home (AFH) Personnel Changes (DSHS [02-709](#)), in coordination with changes to Chapter 388-76 WAC, AFH Minimum Licensing Requirements. Since the implementation of this form, the department has recorded a high error rate in how this form is completed. In response, the form has been updated and the following guidance is being provided to assist providers in completing the form correctly:

- Use this form when officers, directors, or owners of an AFH change AND the change does not constitute a change of ownership. If a change of ownership occurs, as defined under WAC [388-76-10105](#), an AFH Application (DSHS [10-410](#)) must be completed instead.
- Read and follow all directions on the form. The form must be filled out completely. Incomplete forms will not be accepted.
- List all officers, directors, and owners who will be part of the entity after the change takes effect. Do not list any officer, director, or owner who is leaving the entity on the form. However, it is required for any officer, director, or owner who is leaving the entity to complete and submit a statement with the form that they are relinquishing their affiliation with the home.
- List the percentage of ownership for each owner listed on the form. The total percent of ownership must equal 100%, unless the entity is a non-profit corporation. The percent of ownership for non-profit corporations must be 0%.
- Indicate who has the control of the provider, which is defined in WAC [388-76-10105](#) as “the possession, directly or indirectly, of the power to direct the management, operation and/or policies of the AFH, whether through ownership, voting control, by agreement, by contract, or otherwise.” More than one person can have control of the provider, but note that a change in the control of the provider does constitute a change of ownership and requires a new application.

In addition, the form used to notify the department of a change in a home’s entity representative has moved from the AFH Personnel Changes form to the AFH Information Changes form (DSHS [10-585](#).) Homes may need to fill out both forms if an entity representative who was also an owner is leaving the AFH. When completing the AFH Personnel Changes form for a change in resident manager or entity representative, please also complete the section for specialty designation. New resident managers and entity representatives must complete any specialty training required by WAC 388-76-10505 prior to assuming the role.

Thank you for your attention to this and for your continued efforts to care for vulnerable adults in adult family homes. If you have questions about either of these forms, please send them to baau@dshs.wa.gov.

Sincerely,

Candace Goehring, Director
Residential Care Services

DSHS: “Transforming Lives”