



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

September 29, 2014

**AL TSA: ALF #2014-012**  
**BACKGROUND CHECK CENTRAL UNIT FORM CHANGES**

Dear Assisted Living Facility Administrator and Interested Parties:

The Background Check Central Unit (BCCU) has a new Applicant Affidavit and Applicant Request for Background Check Information form. These forms are available as of August 18<sup>th</sup>, 2014. Please review the information below for an overview of the changes and important dates:

- **Applicant Affidavit (DSHS 27-109)**
  - Combined 2 forms into one to reduce confusion. "General affidavit" and "protection order affidavit" now combined.
  - The updated instructions provide applicants with an understanding of the process, what to expect and options to send information to our office [fax, mail, email].
  - The new instructions also provide specific directions around common issues such as information needed related to drug crimes, etc.
  - Multiple choice selection is user-friendly, guiding applicants to provide complete explanations.
- **Applicant Request for Background Check Information Form (DSHS 27-110)**
  - The requestor can now select from 3 different options including the ability to identify a specific OCA or facility name.
  - Address line for apartment and zip code added resulting in complete information up front.
  - Added fields to confirm identify of applicant/requestor.
- **Procedures:**
  - New forms will be accepted beginning August 18, 2014.
  - Expired forms will be accepted through **October 31, 2014**.
  - Old forms submitted after **October 31, 2014** will be returned unprocessed by BCCU and will delay completion of the request.

Copies of the forms are available online at, <http://dshs.wa.gov/bccu/bccuforms.shtml> or you can contact BCCU at 360.902.0299 to have a form sent to you. You may also be interested in visiting the BCCU website, <http://dshs.wa.gov/bccu/>, which includes frequently asked questions, BCCU forms, turnaround times, and BCCU contact information.

If you have any questions, please contact Jeanette K. Childress, ALF Policy Program Manager at (360) 725-2591 or by email [childjk@dshs.wa.gov](mailto:childjk@dshs.wa.gov)

Sincerely,



Carl I. Walters II., Director  
Residential Care Services

"Transforming Lives"