



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

May 24, 2024

AL TSA: CCRSS #2024-018
CERTIFICATION PERIOD AND CERTIFICATION EVALUATIONS

Dear Certified Community Residential Services and Support (CCRSS) Provider:

This message is to help clarify any confusion regarding the time frame of your certification period, the frequency of your certification evaluation and when you receive your renewal certification notice. There has been no change to the process, and we would like to provide you with a few reminders, in accordance with Chapter 388-101 WAC.

- [WAC 388-101-3110](#) Certification – Regular. The department may grant certification for up to two years; and extend regular certification for an additional period up to 180 days. If you do not comply with certification requirements, the department may provisionally certify or decertify a service provider. Your certification period is always a set, defined period of time unless certification action (such as provisional certification and decertification) is taken.
- [WAC 388-101-3130](#) Certification Evaluation. The department may conduct an on-site certification of each service provider at any time. Certification evaluations are always unannounced.

Prior to the COVID-19 public health emergency, certification evaluations were conducted at least once every two years, and always conducted during your certification period. For example, if your certification period is from April 2023 through April 2024, the department may conduct the onsite certification evaluation at any point of time within that certification period. If the certification evaluation occurred in May of 2024, the certification period does not change.

Note: As a result of the public health emergency, there continues to be a backlog in the certification evaluation process. Once the backlog of certification evaluations is brought to current status, the department will update WAC 388-101-3130 to include a certification evaluation timeline.

We understand some of you believed you would receive a renewal certification notice after the certification evaluation visit. Please note the date of the certification evaluation does not change your certification period.

You will continue to receive your renewal certification letter prior to the expiration of your certification period. This certification letter shows the dates of your certification period.

If you have any questions, please contact Debbie Hoeman, Policy Program Manager, at (360) 725-3210 or debra.hoeman@dshs.wa.gov

Sincerely,

Handwritten signature of Amy Abbott in black ink.

Amy Abbott, Director
Residential Care Services

DSHS: "Transforming Lives"