



#5 Submitting Your Application

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Module 5 – Submitting Your Application

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Submitting Your Application

Introduction

You must have a license to operate an adult family home ([WAC 388-76-10005](#)). Under state law, Residential Care Services within the Aging and Long-Term Support Administration (the department) is responsible for licensing and regulating AFHs.

All AFH license applicants undergo a thorough process that includes:

- Criminal background checks on all applicants and on individuals affiliated with an applicant.
- Financial assessments to determine whether the applicant has enough funding available to operate the business so residents get the highest quality of care in the safest setting. These assessments also include a review of Master Business License records, Secretary of State records and IRS records.
- Review of complaints received from DSHS or the state Department of Health (DOH) to identify issues of concern about the applicant.
- Review of the status of the applicant's professional license, if applicable (for example, a registered nursing license), to check for any actions taken against the license.
- Review of compliance history to determine if the applicant has been a previously-licensed provider and their historical compliance with state licensing requirements.
- Verification that applicants have completed required courses and training.
- Ensuring that the provider/caregivers have the required education and training.
- Verification that applicants have met the minimum hours of successful direct caregiving experience.
- On-site inspections conducted to ensure AFHs are in compliance with licensing requirements.

Learning Objectives

At the end of this module, you will be able to ...

- Discuss the role of the Business Analysis and Applications Unit (BAAU)
- Explain the application process and the documentation required
- Identify the biggest hurdles and how to overcome them
- Identify the application process resources

What Do You Know?



True or False

1. You can use any version of the application.
2. The BAAU can fix errors on your application to speed up the process.
3. You should keep a copy of the documentation you are submitting to the BAAU.

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Business Analysis and Applications Unit (BAAU)

The BAAU is the unit within the Aging and Long-Term Support Administration (AL TSA) that processes your application for an adult family home license.

Your application is a legal document. The BAAU cannot write on the document, make any changes, or offer legal advice. They can answer general questions.

Prior to submitting your application to the BAAU, ensure you have a copy of all your documentation. The BAAU is a record collecting agency. This means they are unable to return any information you submit with your application. If you fail to keep a copy, and corrections are required, you will be required to submit new documentation or go through the RCS Public Disclosure process to obtain a copy.

If you have questions, email the BAAU at BAAU@dshs.wa.gov or call 360-725-2573. You can expect a response within 48 business hours.

How Long Does It Take to Become Licensed?

There are many factors that may impact your timeline to get licensed.

- The BAAU is unable to provide you with a specific time frame as to how long it will take to become licensed. See [BAAU Application Processing Timeline](#) website for an estimation.
- With the new web-based application, the number of errors such as incomplete applications, items missing or documentation that needs to be corrected should be reduced.
- Even with the web-based application, the following errors are frequently made. Review the [AFH License Application Process Informational Slideshow](#) for details on how to make corrections.
 - Individuals and Roles
 - Entity Representative and Resident Manager information.
 - Entity Representative's spouse or domestic partner
 - Background checks and consents for others in the home that do not have a role in the AFH
 - Property owners written statement
 - Property owners living in the home
- The department must consider the application void ([WAC 388-76-10075](#)) when the applicant:
 - Does not return information to the department within sixty calendar days of the department's first request for additional information for an incomplete application: or
 - Has not obtained an adult family home license within one calendar year of first submitting the application to the department.



NOTE FROM THE BAAU: It's important that you provide a current and active email address on your application. Your email is our main point of contact. We will use it to correspond with you if additional items are needed. Occasionally the applicant will email the BAAU to check on the status of their application only to find the application was voided because they didn't use an email they monitor frequently. Be sure your email is written eligibility and double check for accuracy. **Please make sure you check your spam or junk folder to avoid missing important messages.**

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VIDEO: Tips for Effective Time Management, by GFCLearn.org

NOTE: The biggest hurdles to becoming licensed are (1) There are errors in the documents attached and (2) not being prepared for an inspection. It's important to review the [AFH Initial Inspection Preparation Checklist](#) to ensure you are prepared to complete your application and pass your inspection.

Returned, Voided, and Withdrawn Applications

Below are the main reasons applications are returned:

1. When completing a change of ownership (CHOW) application, the required 60-day notice to residents does not meet [WAC 388-76-10106](#) requirements.
2. Copy of 60-day Change of Ownership (CHOW) notice given to the department and each resident/resident representative that meets [WAC 388-76-10106](#). The notice must:
 - a. Include the date the notice was provided – it must be within 60 calendar days of the date of the proposed change.
 - b. Include the names of the present owner and the prospective owner – if either is an entity, you must include the names of each partner, member, officer, and director of the entity and any affiliated entities.
 - c. Include the name and address of the AFH that is being changed.
 - d. Indicate the resident has the right to decide to stay in the home or move.
 - e. Outline any changes in the home's policies or operation that could impact a resident's ability to continue to live in the home, for example: a change in the policy on service Medicaid eligible residents that may impact a resident's ability to continue to receive services in the home.

Top Reason for Application Return - #1 - The required **60-day notice to residents does not meet WAC 388-76-10106 requirement.**

3. When completing a CHOW application, failure to have all owners sign the required relinquishment letter.
4. The Employer Identification Number (EIN) does not match what is listed on the IRS documentation.
5. Background Authorization forms not completed on-line (<https://fortress.wa.gov/dshs/bcs/>).
6. Signatures for Certification – spouse signs when not required.
7. Building Inspection Checklist is not complete. The checklist must have the facility address listed on the first page and be marked passed by the building official.
8. The Adult Family Home Caregiving Experience Attestation (CEA) form is missing the care setting (licensed or contracted), dates, and name of the place the attester worked with the applicant. The person who completes the CEA form, must be the person who has the form notarized.
9. Disclosure of Services not uploaded in the application

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NOTE: Even though the Disclosure of Service form is listed on the AFH Policy and Procedure Attestation form (DSHS [27-223](#)) confirming the AFH has the required policies and procedures in place. Applicants will need to need to upload their Disclosure of Services form (DSHS [10-508](#)) in the application.

NOTE: If you are applying for a 2nd home, make sure you understand the Multiple Home Provider rules – specifically [WAC 388-76-10035](#) through 388-76-10037.

Why an Application is Voided

[WAC 388-76-10075](#)

- If an application is incomplete and the applicant does not return information to the department within sixty calendar days of the department's first request for additional information.
- The applicant has not obtained an adult family home license within one calendar year of first submitting the application to the department.

When an Application Should Be Withdrawn

- If the applicant is unable to provide the requested items to the department within the sixty (60) calendar days of the department's first request for the incomplete items.
- The applicant does not meet the requirements for an Adult Family Home provider.
- The applicant is unable to pay their required delinquent debt.

The applicant can withdraw their application at any time.

NOTE: If your application is voided or withdrawn, your application fee will be refunded to you in approximately 2-4 weeks

Critical Timeframe

You have 60 days to make any required changes to your application. Do not wait until the 55th day in case the application must be returned, and you miss the deadline. Applications that go beyond the 60-day limit, are voided and the application fee is return

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Before You Begin Your Application

Before you begin your application for your AFH license, ensure the following steps have been taken:

1. You have registered your business with the [Internal Revenue Service \(IRS\)](#), [WA Secretary of State](#), and [WA Department of Revenue](#). Sole proprietors do not register with Secretary of State.
 2. Have gathered all your supporting documentation for your application type (initial, relocation, or CHOW)
 3. Completed your [Building Inspection List](#) (See Module 4 – Getting a Home Inspection) Only required for initial or relocation.
 4. Have a certificate verifying you have completed the **AFH Administrator training**. Required for Sole Provider, Co-Applicant, and Entity Representative.
 5. You have filled out the [Adult Family Home Caregiving Experience Attestation \(CEA\) \(DSHS 10-417\)](#). Required for Sole Provider, Co-Applicant, Entity Representative and Resident Manager.
 6. You have completed the following DSHS forms:
 - a. [Consent to Release and/or Use Confidential Information \(DSHS 27-222\)](#) for Completing an Adult Home License Application
 - b. [Adult Family Home Policies and Procedures Attestation \(DSHS 27-223\)](#)
 - c. [Adult Family Home Disclosure of Services \(DSHS 10-508\)](#)
 - d. [Adult Family Home License Relinquishment Letter \(DSHS 10-412\)](#) (*Only applies to a CHOW application*)
 - e. [Adult Family Home Management Agreement: Attestation Information and Attachments \(DSHS 27-226\)](#) (*only required if the AFH will use a management company*)
 7. Background check authorizations with confirmation number from the [DSHS Background Check System](#) (See Module 11 – Hiring Staff) for ALL individuals listed on the application. Certain individuals will also need a fingerprint notification form.
- ✓ You will need a **written statement from ALL property owners** granting permission to use the property for an AFH. If the property owner is an entity, you will need written statements from ALL individuals affiliated with the entity (See Module 4 – Getting a Home Inspection).
 - ✓ All governing individuals listed on the Department of Revenue business license and with the Secretary of State **must match** the information provided on the application.
 - ✓ All supporting documentation submitted must be **up to date and certification must be active**.
 - ✓ If the application submitted is not complete or does not contain all required supporting documentation, the applicant will have **60 calendar days** after the date of the initial request from BAAU to return all requested materials for a complete application, see WAC 388-76-10075

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The Web Based AFH Licensing Application

AFH applicants are required to use the online web based AFH license application. The BAAU will no longer accept paper applications after September 30, 2023. The online application has automation built in to help prevent many of the errors that have resulted in applications being returned or denied. It also has a secure payment process that will allow you to pay your application fee electronically. Instructions on **HOW** to use the online application (***Adult Family Home License Web Application, Version 1.0***) and what is required can be accessed through a link in the application. THIS WILL BE YOUR MAIN DOCUMENT TO LEARN HOW TO FILL OUT AND COMPLETE YOUR APPLICATION. If you are having issues with the web application, you can send an email to BAAUWebAppSupport@dshs.wa.gov. Be sure you include the:

- Error message
- The page you are working on
- Any error messages
- The best way to contact you

This module includes additional information about the application that will help you avoid possible errors that the new system will not catch. For example, it will know you attached a document, but it will not know if all the information is in the document or correct. One of the best advantages of using the web application is that it has safeguards built in to help you successfully submit your application. For example: if you miss a required field, it will turn red and display a message that this is a required. You will not be able to submit your application until you have completed all required pages and attached required documents.

RESOURCE From the Business Analysis and Applications Unit (BAAU) **[AFH License Application Process Informational Slideshow](#)**

Secure Access Washington (SAW)

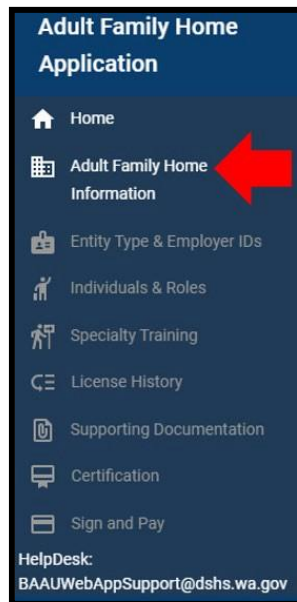
To complete the application, you must create a Secure Access Washington (SAW) account. You will also need this account to do other tasks such as background checks (See Module 11 – Hiring Staff) Step-by-step instructions are included in the application instruction document. Another good resource is the [Background Check System \(BCS\) User Manual: Log into BCS Using SecureAccess Washington \(SAW\)](#).

The most current paper AFH license applications will continue to be accepted by the Business Analysis and Applications Unit (BAAU) through **September 30, 2023**. After September 30, 2023, the BAAU will accept only online applications. The paper AFH license application will be removed from website on August 21, 2023, when the new online application goes live.

Application Screening Questions

To move forward with your application, you must complete screening questions. This is your first step to determine if you are ready to start your application. For example, if you do not have a certificate verifying you have completed the AFH Administrator Training, **and** have passed your Building Inspection Checklist, you will need to meet these requirements before you can submit your application.

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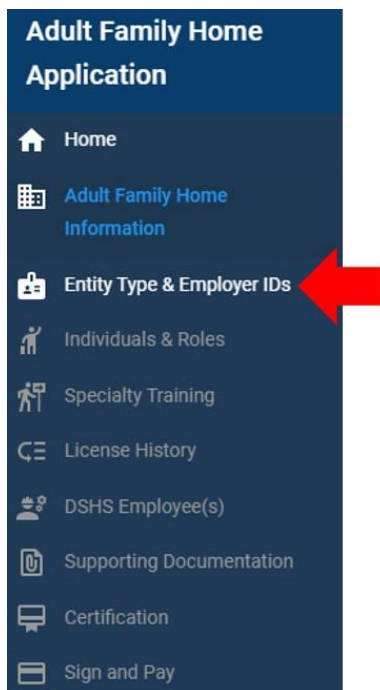
Adult Family Home Information

- Your Home Information will be published on the AFH Locator after licensure. This is also a good time to get a FAX machine. You will need it for sending/receiving Negotiated Care Plans, Dr. Orders, Changes in Medication, etc.
- Keep up on your emails. It is easy to miss important ones if you receive a lot of junk email daily. Always check your SPAM or JUNK folder. An email from the BAAU will come from this address: BAAUApplications@dshs.wa.gov.

BEST PRACTICE: Have a separate email for your business. You do not want to search through your private emails for those related to your business.

NOTE: Be sure you are using the correct email address if you need help with either the content or the electronic working of the application.

- BAAU@dshs.wa.gov – Use this email if you have any questions about the **CONTENT** of the application and requirements. Remember, the BAAU can answer general questions for you.
- BAAUWebAppSupport@dshs.wa.gov - Use this email address if you are having technical issues with **HOW** the application is working.



Entity Type & Employer IDs

- You will need your *Federal Employer Identification Number* (limited to 9 digits) and *Washington State Unified Business Identifier* (limited to 9 digits).
- Federal Employer Identification Number (EIN) Highlights:
 - This number is found on your IRS documentation
 - If you don't have an EIN yet, you will need one. **You cannot mark this field N/A.**
 - An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number and is used to identify a business entity.
 - The Internal Revenue Service (IRS) provides an EIN free of charge
 - Your EIN can be applied for on-line at: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
 - Use your EIN on all the items that you send to the IRS and the Social Security Administration (SSA).
 - If you need more information, check out this IRS publication, [Understanding Your EIN](#)

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***Top Reason for Application Return - #3** - The proof of Unified Business Identifier number (UBI) and Employer Identification Numbers (EIN) do not match the name(s) on the application.

NOTE: All entity (business) names must match, for example, the Department of Revenue (DOR), Secretary of State (SOS) and Internal Revenue Service (IRS) must all have the same name. Please be aware of the following information:

- IRS will accept the following if the (word) is within the name and not at the beginning.
- **Example of accepted:** Camas on The Hills
- **Not acceptable:** The Camas on the Hills (The) would be excluded in the name.
- Numbers- Only 0-9
- Inc. - Yes
- LLC- Yes
- & - Do not use the ampersand symbol
- Symbols - Do not use any symbols at all
- **NOTE for Potential Error:** If you spell out your AFH name in one area, for example, and then abbreviate it in the application, your application will be in error. **All names must match exactly.** If you choose to abbreviate the name, then abbreviate it in all documentation.
- Required Documents for this section:
 - Secretary of State Document
 - Master Business License
 - Internal Revenue Service Document

Entity Type: Definitions for this Section from the Secretary of State

Sole Proprietorship: A Sole Proprietorship is one individual or married couple in business alone. Sole proprietorships are the most common form of business structure. This type of business is simple to form and operate and may enjoy greater flexibility of management and fewer legal controls. However, the business owner is personally liable for all debts incurred by the business.

Limited Liability Company (LLC): An LLC* is formed by one or more individuals or entities through a special written agreement. The agreement details the organization of the LLC, including provisions for management, assignability of interests, and distribution of profits or losses.

General Partnership: A General Partnership is composed of two or more persons (usually not a married couple) who agree to contribute money, labor, and/or skill to a business. Each partner shares the profits, losses, and management of the business and each partner is personally and equally liable for debts of the partnership. Formal terms of the partnership are usually contained in a written partnership agreement. (See SOS website for definitions on Limited and Limited Liability partnerships)

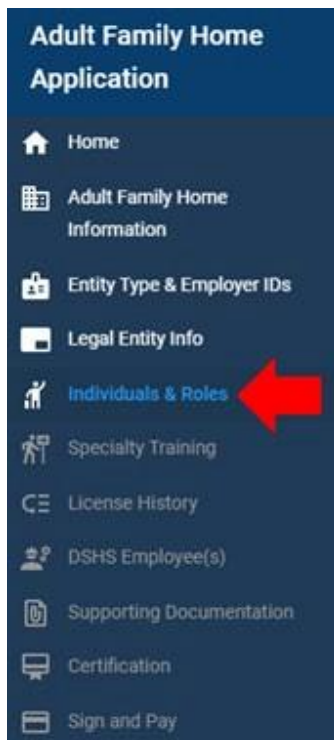
Corporation: A Corporation* is a legal entity. A corporation has certain rights, privileges, and liabilities beyond those of an individual. Doing business as a corporation may yield tax or financial benefits, but these can be offset by other considerations, such as decreased personal control. Corporations may be formed for **profit or nonprofit** purpose.

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Nonprofit Corporation: A nonprofit corporation* is a legal entity and is typically run to further some sort of ideal or goal, rather than in the interests of profit. Many nonprofits serve the public interest, but some do engage in private sector activities. If your nonprofit organization is or plans to fundraise from the public, it may also be required to register with the Charities Program of the Washington Secretary of State.

NOTE: For more definitions and information pertaining to business structures in Washington state, check out this website from the SOS office: https://www.sos.wa.gov/corps/registration_structures.aspx.

NOTE: Items marked with * must register with the Secretary of State, Division of Corporations and Charities.



Individuals & Roles

- You can find a table with the required roles based on the entity type and more details in the Web Application Document.
- The Sole Proprietor, Entity Representative, Individual/Person Associated with Legal Business Entity, the Resident Manager, Co-applicant must be 21 years of age.
- **The names listed on the county assessor's website must be placed in the property owner(s) field**
- The legal name must match your business name exactly with no abbreviations. If your legal name is, ABC Adult Family Home it needs to be spelled out with no abbreviations
- Make sure you have a written statement from **EACH** property owner **stating they understand and give permission** for the home to be used as an AFH. This statement must be dated and signed by each property owner.
- If a sale is pending and not updated on the county assessor's website, BAAU will accept a copy of a quick deed for verification. All property taxes must be up to date.
- See [WAC 388-76-10095 – Identification of property owner – Required](#)

CHOW Applicant NOTE: If you are submitting a CHOW application and the current licensee who owns the property lives within the home (The plan is to move once the CHOW application is approved) you must disclose the current owner throughout the application. You will need to include a background authorization form for the current owner.

Entity Representative Definition – WAC 388-76-10000

"Entity representative" means the individual designated by an entity provider or entity applicant as its representative for the purposes of fulfilling the training and qualification requirements under this chapter that only an individual can fulfill where an entity cannot. The entity representative is responsible for overseeing the operation of the home. The entity representative does not hold the license on behalf of the entity.

NOTE:

An Individual can only be listed as the Entity Representative for one business entity. In plain English, same UBI and EIN.

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Even if the provider (applicant) is also the Resident Manager, the Entity Representative and/or Sole Proprietor **must be filled in.**

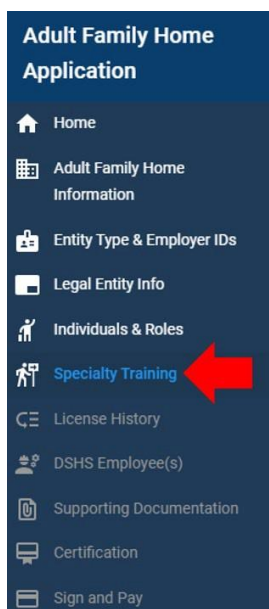
Be prepared to attach any of these requested documents based on their role:

- Government Issued Photo ID
- Proof of Education
- Adult Family Home Caregiving Experience Attestation (CEA)
- Current First AID/CPR
- Food Handlers Certification
- Training Certificates
- Background Check/Fingerprinting
- Proof of Licensure through the Department of Health or Proof of Exemption Documentation
- AFH Administrator Training Certificate
- Specialty Training Certificates (Dementia, Mental Health, Developmental Disability) if applicable

NOTE: You **MUST** use this URL (<https://fortress.wa.gov/dshs/bcs/>) even if you are a current provider and have your own access. The authorization submitted, if done correctly, will have a confirmation number listed in the upper right-hand corner.

****Top Reasons for Application Return - #8 and #9***

- *CEA Form Missing:*
- *Care setting (licensed or contracted), dates, **and** name of place where attester worked with provider (applicant)*



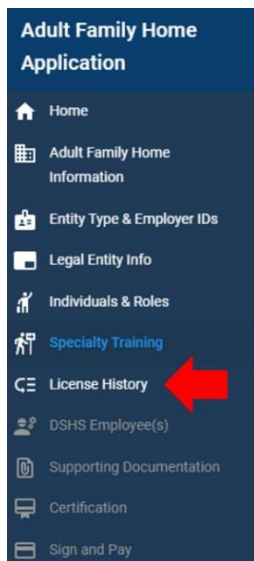
Specialty Training

- Certificates required based on individual's role and any specialty designation you are requesting for your license.
- If the AFH will serve one or more clients with special needs, the provider (including entity representatives as defined under chapter 388-76), co-applicant and resident manager must complete specialty training and demonstrate competency by passing the DSHS test.

NOTE:

- If a client develops special needs (dementia, mental health) while living in a home without a specialty designation, the provider, co-applicant, entity representative, and resident manager have 120 days to complete specialty training and demonstrate competency.
- All LTC workers must receive training regarding the specialty needs of individual clients in the home within 120 days

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License History

- This section is for indicating any previous licenses, contracts or certifications and the status of each.

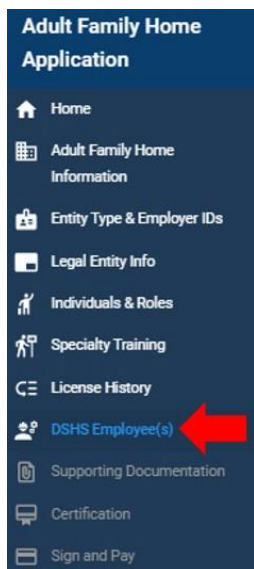
DSHS Employee(s)

- Only applies to individuals that work for the Department of Social and Health Services (DSHS)

Supporting Documentation

The following documents are also required to submit your application:

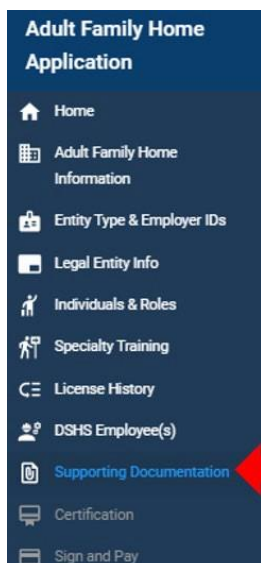
- AFH Floor Plan
- AFH Building Inspection Checklist
- AFH Policies and Procedures Attestation (DSHS 27-223)
- AFH Disclosure of Services (DSHS 10-508)
- Consent to Release and/or Use Confidential Information (DSHS 27-222)



Certification – Sign and Pay

- Legal language and expectations that you are signing to and certifying
- The ability to sign the application and pay the fee
- You will be emailed a copy of your application
- An email will be sent to you and the BAAU if your payment has successfully been submitted

Email verifying the receipt of your application and successfully providing payment will be sent to the email you provided



Adult Family Home Caregiving Experience Attestation (CEA) Form



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3.	What is the best time to call during those hours?		
4.	How do you know the person named in Section 1? <input type="checkbox"/> Co-worker <input type="checkbox"/> Employer / Superior <input type="checkbox"/> Client / Resident <input type="checkbox"/> Family member of client / resident <input type="checkbox"/> Other (only upon department approval):		
5.	Does this person currently work for you? <input type="checkbox"/> Yes <input type="checkbox"/> No		
6.	In what care setting (licensed or contracted) did you work with him / her?		
7.	What is the name of the place where you work / worked with this person?		
8.	Did this person's primary responsibilities include providing direct care and assistance to vulnerable adults? <input type="checkbox"/> Yes <input type="checkbox"/> No; if no, what other duties?		
9.	Did this person's total hours of direct care experience exceed 1,000 hours? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, how many hours? Dates (month and year): From: To:		
10.	List the dates the care was provided (month and year): From: To:		
11.	Did this person meet the physical and emotional needs of care recipients? <input type="checkbox"/> Yes <input type="checkbox"/> No		
12.	Was the person reliable: <input type="checkbox"/> Yes <input type="checkbox"/> No		
13.	Did this person have the ability to follow procedures, guidelines, and instructions? <input type="checkbox"/> Yes <input type="checkbox"/> No		
14.	Was the person an employee, why did the person leave? If not an employee, check here: <input type="checkbox"/> N/A		
15.	Would you employ this person to be a caregiver for vulnerable adults? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why not?		
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none; border-bottom: 1px solid black;">SIGNATURE OF PERSON COMPLETING THIS FORM</td> <td style="width: 30%; border: none; border-bottom: 1px solid black;">DATE</td> </tr> </table>		SIGNATURE OF PERSON COMPLETING THIS FORM	DATE
SIGNATURE OF PERSON COMPLETING THIS FORM	DATE		
NOTARY PUBLIC	State of _____ County of _____ I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he / she signed this instrument and acknowledged it to be his / her free and voluntary act for the uses and purposes mentioned in the instrument. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> _____ (Seal or Stamp) </div> <div style="width: 50%;"> Dated: _____ _____ SIGNATURE Title: _____ My appointment expires: _____ </div> </div>		

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BAAU Process

Financial Assessment

The BAAU does a credit check on any individual associated with the entity. Medical debt is the only debt considered during the financial assessment. Applicants will be asked to withdraw their application or resolve their delinquent accounts before their 60 days runs out or their application is marked void.

[WAC 388-76-10000](#) - "Financial solvency" means that the applicant or provider has sufficient funds to operate the home. An applicant or provider is considered financially solvent when they have no delinquent debt. At the department's discretion, the department may consider an applicant or provider financially solvent if their only delinquent debt is for medical reasons.

Receipt of Application Verification

You will be emailed a PDF copy of your application. If you do not receive the email, check your spam/junk folders. You can also download a copy from the web application or send an email to RCS Public Disclosure at pdd@dshs.wa.gov to request a copy. The BAAU is not always aware if an email has been rejected. All communications from the BAAU will be by email.

Corrections Required

You have 60 days to make any required changes to your application. Do not wait until the 55th day in case the application must be returned, and you miss the deadline.

- Corrected applications are added to a BAAU list. All members of the BAAU work on the same list.
- Applications that go beyond the 60-day limit, are voided and the application fee is returned.



BEST PRACTICE: Reply only to the incomplete letter email(s) sent by the BAAU (BAAUApplications@dshs.wa.gov) and avoid sending multiple emails. This will help the BAAU in processing the information submitted in a timely and accurate manner. Starting a new email thread and having multiple email conversations hampers their process.

Application Received and Accepted for Processing

The BAAU uses other verification resources such as the Department of Health, background checks, etc. to determine AFH provider suitability. If the results are questionable due to, background/fingerprint check findings or concerns related to financial issues, your application may go to a Department Review Committee.

In some cases, the review committee will decide not to issue an AFH license. If this happens, you may have the opportunity to withdraw your application, or the department may just deny the application.

Once your application is considered “complete”, the BAAU:

- Sends you the following email for initial applications:

This email is to inform you that the review of your Adult Family Home Application is complete. At this time, your application for an Adult Family Home has been sent forward to the Residential Inspection and Quality Assurance Program. The Residential Inspections Unit has 21 days from this date to make initial contact with you in an effort to schedule your initial inspection. It's

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important that when the unit communicates with you, they are in direct contact with the identified applicant/ Entity Representative for this home.

To prepare for your inspection, please refer to the [AFH Initial Inspection Preparation Checklist](#). If you have any inspection related questions you can call the RCS Residential Inspection and Quality Assurance Manager: 360-725-2575; cell 360-995-2243, or email Amena Jones at amena.jones@dshs.wa.gov.

- Will forward the application to the Inspection and Quality Assurance Program in Residential Care Services (RCS). RCS has 21 days from the date they receive the application from the BAAU to contact you to schedule an initial inspection. **If you are not ready for your initial inspection when that agreed upon date arrives, reschedule.** Remember, you have a limited number of times that the licensor will visit your home.

RCS will work with the BAAU unit if there is a need for additional information. When the applicant has passed the inspection, RIQAP will send license recommendation for approval.

- Sends you the following email for change of ownership (CHOW) applications:
 - This email is to inform you that the review of your Adult Family Home CHOW application is complete. At this time your application for an Adult Family Home has been sent forward to the assigned Field Manager for approval.
 - We will notify you once we receive approval.
 - When RCS Field Manager approves CHOW, BAAU will send for approval.



BEST PRACTICE: Review and complete the [AFH Initial Inspection Preparation Checklist](#) prior to the inspection. More information about preparing for your initial inspection will be covered in Module 7 – Inspection Day.

Issuing Your License

RCS approves the AFH license once your home has passed inspection. BAAU notifies you once the license is issued.

License Renewal and Transfer

You are not required to renew your license each year. Your license remains valid unless:

- The department takes enforcement action to suspend or revoke it
- You voluntarily surrender the license and close the home
- You relinquish the license
- You fail to pay the annual licensing fee
 - Billing statements are mailed on the 15th of each month, 60 days prior to your license anniversary month

Your license is not transferable and is only valid for the provider and address listed on the license.

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Remember:

- It is critical that you pay attention to detail; make sure your application is complete before submitting. 98% of applications are returned **because they are incomplete**.
- You need to meet the training requirements that are in place at the time of application. If you took the AFH Administrator class prior to the requirement that it be provided by a community college, you must retake the class.
- RESCHEDULE your appointment if you are NOT READY!
- RCS licensors often need to go out on the average 3 times before a home is licensed. Homes that do not meet inspection after the 3rd visit forfeit their application fee unless an exception is made for a 4th visit.

Summary Review

- The role of the BAAU
- The application process, including required time frames, and the documentation required
- What the biggest hurdles are and how to overcome them
- What resources are available to help in the application process

Test Your Knowledge



1. What are the biggest hurdles to becoming licensed?
2. Why is it important to keep your AFH naming structure consistent?
3. What is the number one reason applications are returned?

Get Ready for Your Next Class



Read and come prepared to discuss assigned modules

Acronyms Used in this Module

Acronym	Description
AFH	Adult Family Home
ALTSA	Aging and Long-Term Support Administration
BAAU	Business Analysis and Applications Unit
CEA	Caregiver Experience Attestation
CHOW	Change of Ownership
CPR	Cardiopulmonary Resuscitation
DOH	Department of Health
DOR	Department of Revenue
DSHS	Department of Social and Health Services

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Acronym	Description
AFH	Adult Family Home
EIN	Employer Identification Number
IRS	Internal Revenue Service
LLC	Limited Liability Company
LTC	Long Term Care
RCS	Residential Care Services
SOS	Secretary of State
SRDP	State Registered Domestic Partner
SSA	Social Security Administration
TB	Tuberculosis
UBI	Unified Business Identifier
WAC	Washington Administrative Code

Revision Table

Date	Volume	Changes	Page(s)
1/2025	V5.2	<ul style="list-style-type: none"> Minor grammar, formatting corrections Added/removed, and repaired links throughout Replaced question #1 of the What Do You Know, as the web application will always be the most current. New question: The BAAU can tell you how long it will take you to become licensed. – False (page 2) Added statement about reduced error with the implementation of the new web-based application (pg. 2). Added paragraph listing errors that are still being made even with the application automation (pg. 2). Added text box with a link to the BAAU application process PowerPoint (pg. 6) Added Summary Review from PP slide (pg. 16) 	

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