



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Aging and Long-Term Support Administration • Residential Care Services
Olympia WA 98504-5600

Congratulations! Your Adult Family Home has met the minimum licensing requirements and we are ready to recommend your home be licensed. Here is what will happen next:

- Your licensor will send a recommendation to the Program Manager of the Residential Inspection and Quality Assurance (RIQAP) Program, who will run a few more checks through various databases. **This process can take up to three weeks after your final inspection. Please note: Any issues that come up as a result of these checks could result in a delay in the issuing of your license.**
- The Program Manager will forward the file to the Business Operations and Analysis Unit for final processing.
- The Business Analysis Application Unit (BAAU) will contact you via email when your license is ready. Once you are given your license number, you may begin taking private pay residents.
- BAAU will mail you your new license and all background check results. If this information is not received, please contact the BAAU at BAAU@dshs.wa.gov.
- **Remember that you are bound by all requirements listed in [Chapter 388-76 WAC](#) from the day you are licensed.**
- You must have liability insurance in place at the time of licensure. The WAC specifies that you must have \$500,000 of liability insurance for each occurrence and \$1,000,000 in aggregate.
- Once you are licensed, your adult family home will be listed on the adult family home locator page [AFH Facility Search](#). This will list your capacity and specialties.
- You must have emergency food and water supplies at the time that you admit your first resident. Please review WAC numbers [WAC 388-76-10840](#) and [WAC 388-76-10845](#) for specific emergency food and water supply requirements.
- If you have requested a Medicaid contract, the BAAU will send your file to the Contracts Unit, which will create your Medicaid contract. Do not take a Medicaid resident until that contract is in place or you will not be paid. You will receive a Medicaid contract application via email. You must work with the Medicaid contracts unit to ensure the application is filled out and completely processed before you are allowed to admit Medicaid funded residents. **This can take a few weeks post licensure.** Any questions related to this process should be directed to the Contracts Unit at AFHContracts@dshs.wa.gov.

Once your home has been assigned a license number, your file will be closed in the Residential Inspection and Quality Assurance Program and assigned to your local regional field office. If you have any questions after your home is licensed, your point of contact will be your local Field Manager and this person can be contacted at this phone number .

Good luck to you with your new business venture!