

# Unlicensed Home Study Road Map

Home studies are required for all caregivers to have placement of a child in out-of-home care, including relatives and suitable others.

The goal is to have the home study completed 120 days from the date your application is received.



1

Caregivers will receive a home study packet from the child's worker, at a Family Team Decision Making (FTDM) meeting or from the Division of Licensed Resources (DLR).

2

The home study starts when the caregiver submits an application and background checks for all household members age 16 and older to DLR.

3

A home study writer will be assigned and you will receive confirmation of your application being received within seven (7) days.

4

Caregivers will complete all remaining documents and submit them to your home study writer. Please follow your Unlicensed Placement Application Checklist.

5

Your home study worker will contact you to schedule your interviews and home inspection.

Thank you for serving our community's children!

8

Approved caregivers will receive an approval letter and other useful information in the mail

7

Home study worker will complete a minimum of three (3) face-to-face interviews, with at least two (2) in the home, write the home study and submit it to the supervisor for review.

6

Caregivers finish up any other requirements outstanding for you or your home.

Get help throughout the process. Contact your liaison at:

Eastern Washington • 1-877-620-5748

Western Washington • 1-866-958-KIDS



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