

Licensing Division



Washington State Department of
CHILDREN, YOUTH & FAMILIES

Update

December 15, 2025

WA CAP Update

On December 16, 2025, WA CAP will implement the following as part of our quarterly release schedule.

- **Child in Home to Other Adult automation**

Previously when a child household member turned 18, the licensor would manually convert them to an Other Adult. This process will now occur automatically and as a result, we are removing the Child Turns 18 instructions from the WA CAP User Manual.

Email

An email is sent to the assigned worker 30 days before the Child in Home turns 18 notifying them that the change will occur.

Another email is sent to the assigned worker when the conversion occurs. This email prompts the worker to go to the account and select Edit Application to add an email address for the now Other Adult. The now Other Adult will then be able to fill out any needed requirements on their own. There is no automatic email sent to the Applicant or the now Other Adult when this conversion occurs.

If there are requirements the now Other Adult must complete, you can send them a reminder email by going to the Edit Application page and clicking Send Reminder Email.

Documents

If there is a document uploaded to a requirement that is also required for the now Other Adult, the document will carry over and match up.

If there is a document uploaded to a requirement that is not required for the now Other Adult, the document moves to Other/Miscellaneous Documents.

If there is a document requirement that is not yet fulfilled and is not required for the now Other Adult, the document requirement slot is removed.

Forms

If there is a form for the Child in Home that is required for the now Other Adult, the form will carry over and match up.

If there is a form not required for the Other Adult that is not signed, the form is lost.

If there is a form not required for the Other Adult that is signed, it is saved to Other/Miscellaneous Documents.

Background Checks

Background check requirements will generate for the now Other Adult.

Previous Applications

Documents, forms, background checks and other data on previous applications should be preserved in their state at the time of approval. The person's role will not retroactively update on prior applications.

- **Alliance Links**

The Alliance links within the WA CAP stage language were recently broken. These links have now been fixed.

- **Foster Home Reassessment DCYF 10-405**

WAC 110-148-1625 was added as an option on the dropdown list for related WACs on the LD/CPS and LD/Non-CPS Intakes in WA CAP.

The following Binti features were recently released and are live in WA CAP.

- **Person Profile**

Binti has created a Person Profile which can be accessed from the Applicant Data screen by clicking on the person's name. Staff are instructed not to edit this field as details are still being worked out. Staff will be notified when they can begin using this function.

- **Renaming Uploaded Document**

Previously, WA CAP did not have the functionality to rename an uploaded document. Users with appropriate permissions can now edit the name of any uploaded document directly in WA CAP by simply clicking the Edit icon next to the document name.

- **Accessing License Details**

Previously, workers had to access license information by clicking Edit in the Family ID line of the Application Info section on the Applicant Data page. A License Information button has been added to the navigation bar in WA CAP for easier access.

Updates to WA CAP are informed by feedback from work groups, field staff, leadership, and external partners. We value your partnership in enhancing the WA CAP experience and encourage you to share your suggestions.

If you have feedback regarding forms or language in WA CAP, please email your comments to the Portal Inbox at dcyf.caregiverportal@dcyf.wa.gov.

For questions related to policy or practice, please contact your supervisor.