

## Assisted living facility

### PROVIDER APPLICATION DETAILS

#### INSTRUCTIONS

Please review this entire document and compile the necessary information and documentation before you begin the WA Cares provider application process.

#### GENERAL DESCRIPTION OF SERVICE

An assisted living facility is a residential setting licensed under [Chapter 18.20 RCW](#) where seven or more adults live and receive basic services for their safety and well-being. Services may include domiciliary care; help with activities of daily living; transportation; specialty care for mental illness or developmental disability; other nonmedical services; and nursing services when provided by appropriately credentialed staff or when appropriately delegated.

#### Respite and memory care subcodes

There are two subcodes available to assisted living facility providers. To provide these services, the contractor must be qualified and hold a contract with the applicable subcode.

- **Respite for family caregivers in a facility or residential setting:** Respite care for nonresidents who typically receive care from family caregivers in their homes.
- **Memory care:** Services for people living with progressive memory loss or dementia that address needs through specialized care, such as assistance with eating and drinking, preventing and responding to elopement, and consulting with qualified professionals regarding challenging behaviors.

#### RELATED LAWS, RULES AND POLICIES

Below is a list of some of the laws and rules that may be helpful to review prior to completing an application. This is not a comprehensive list of all laws, rules and policies that apply.

- [Chapter 50B.04 RCW: Long-term services and supports trust program](#)
- [Chapter 74.39A RCW: Long-term care services options](#)
- [RCW 43.43.830 through 43.43.845: Washington State Patrol background checks](#)
- [Chapter 388-116 WAC: WA Cares program](#)
- [Chapter 18.20 RCW: Assisted living facilities](#)
- [Chapter 388-78A WAC: Assisted living facilities](#)
- [Chapter 388-112A WAC: Residential long-term care services training](#)

- [RCW 18.79.260\(3\)\(e\): Registered nurse – Activities allowed – Delegation of tasks](#)

## MINIMUM PROVIDER QUALIFICATIONS

1. Contractors must meet all Washington state laws to do business in the state (and city or county requirements, if applicable). This includes having all required business license(s), endorsement(s), credential(s) and certification(s) to provide the service.
2. Comply with background check requirements under [RCWs 43.43.830 through 43.43.845](#) and [Chapter 388-113 WAC](#) as required for licensure by Residential Care Services.
3. Meet Department of Social and Health Services [insurance requirements](#).
4. Hold a valid state-issued assisted living facility license under [Chapter 18.20 RCW](#) and [Chapter 388-78A WAC](#) or comparable credential issued by a tribal government.

## PROVIDER CONTRACT

Assisted living facility contracts have a maximum duration of four years. The sample contract is available in the [provider toolkit](#). The sample is available to review to ensure all contract terms can be met before application. Providers must meet the qualifications for each subcode included in their contract. All available subcodes are included in the sample contract.

## Required documentation for provider application

1. Completed provider network application and required attachments.
2. Copy of Washington state business license or proof of exemption.
3. Copy of W-9 request or taxpayer identification number and certification.
4. Supporting documentation of business organization as applicable (e.g., list of partners, members, directors, officers, board members).
5. Copy of assisted living facility license.
6. Evidence that specific provider qualifications are met, including those qualifications specific to subcodes
7. Current certificate of insurance (COI) satisfying the [insurance requirements](#).
8. Current rate(s) or pricing guide, for informational purposes.

## Minimum provider qualifications for memory care subcode

To provide services under the memory care subcode, the contractor must be certified by the Department of Social and Health Services to provide the service under [Chapter 18.20 RCW](#) (available July 1, 2026).