WAC 110-50-0940 Submitting the third party liability claim. (1) Licensed caregivers must complete the following when submitting their claims for the licensed caregiver third party liability program:

(a) Submit their claims within 90 calendar days of the occurrence of the property damages, personal injuries, or emergency medical expenses by:

(i) Obtaining the current claim form from a department employee or the department's website;

(ii) Completing their claim forms and include:

(A) A description of the specific items damaged;

(B) A narrative detailing the occurrences;

(C) The date of the occurrences; and

(D) One of the following:

(I) A detailed invoice, estimate, or receipt that includes proof of payment in full;

(II) A detailed invoice or estimate and separate proof of payment in full; or

(III) Two detailed estimates itemizing the cleaning, repair, or comparable replacement cost for each item. If the department makes a payment from an estimate, the department may require a final zero balance paid receipt;

(E) The disclosure of whether the items are covered by their public or private insurance policy;

(F) Clear photos of the damages to the claim items; and

(G) Their signature;

(iii) Submitting the completed claims with the required documentation to both the:

(A) Child's or youth's caseworker; and

(B) Caregiver claims manager; and

(iv) Fully cooperating with the substantiation process; and

(b) Include a statement with the reasons for the delay when filing claims more than 90 calendar days after the occurrence.

(2) The department will determine whether the claims submitted more than 90 calendar days after the occurrence will be eligible for review.

[Statutory Authority: RCW 74.13.031 and 74.14B.080. WSR 26-09-128, s 110-50-0940, filed 4/21/26, effective 5/22/26. WSR 18-14-078, recodified as § 110-50-0940, filed 6/29/18, effective 7/1/18. Statutory Authority: RCW 74.13.031. WSR 01-08-047, § 388-25-0320, filed 3/30/01, effective 4/30/01.]