



Association of Senior Referral
Professionals of Washington

February 17, 2015

Re: Notice Regarding Compliance with Washington Referral Agency Act

Dear [Agency Name],

It has come to our attention that [you are OR your organization is] engaged in the business of vulnerable adult housing and/or care referrals in Washington. We write to remind you of your obligation to conduct that business in full compliance with Washington law.

Under the Washington Elder and Vulnerable Adult Referral Agency Act of 2011, agencies providing referrals to supportive housing or other care providers are required to meet specific legal requirements that help to protect the rights of vulnerable adults. When making referrals in Washington you are required to provide your clients with specific disclosures about your business and your clients' legal rights. You are also required to collect specific information about providers, keep detailed records of the referrals you make and the fees you collect from clients or from providers, clearly disclose any conflict of interest you may have, conduct background checks on all employees, carry professional liability insurance specific to business as a referral service, and otherwise conduct your business professionally and ethically.

Failure to fully comply with the Referral Agency Act is a consumer protection violation. Non-compliant agencies may face significant liability including treble damages. We urge you to review your practices and, if necessary, to consult legal counsel to ensure that you are in compliance with the law.

For additional information, please see the attached Frequently Asked Questions from the Association of Senior Referral Professionals of Washington. ASRP is a trade group for senior housing and care referral professionals, and is a good resource for any questions you may have. ASRP and its members are committed to establishing and promoting professional and ethical standards in our industry, including helping referral agencies to fully comply with their legal obligations.

Sincerely,

ASRP of WA Executive Board