



**STATE OF WASHINGTON**  
**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**  
**Aging and Long-Term Support Administration**  
PO Box 45600, Olympia, WA 98504-5600

**December 24, 2019**

**CERTIFIED MAIL # 7018 0360 0000 1578 8877**

Licensee, TopView Adult Family Home LLC  
Topview Adult Family Home LLC  
11127 24th Dr SE  
Everett, WA 98208

Adult Family Home License #754321  
Entity Representative: Keflemariam Haregewoin

**ISSUANCE OF LIMITS ON A LICENSE**

Dear Licensee:

This letter is formal notice of the issuance of limits on the license for your adult family home, located at **11127 24th Dr SE, Everett**, by the State of Washington, Department of Social and Health Services. This action is taken under the authority granted in Washington Administrative Code (WAC) 388-76-10970.

The limits on your license are:

- *The Adult Family Home (AFH) provider is limited to independent residents only. This is a permanent limit.*

*The Notice of Limits on License must be posted, with the adult family home license, in the adult family home in a location accessible to residents and visitors.*

These limits are effective on **December 24, 2019**, and remain in effect until lifted by formal Department of Social and Health Services notice.

The licensee must place the adult family home license, and the enclosed Notice of Limits on License, in the adult family home in a visible location in a common use area where residents, resident representatives, visitors, and anyone else can examine them.

**Appeal Rights:**

You have two appeal rights: Informal Dispute Resolution (IDR) and an Administrative Hearing. Each has a different request timeline.

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Informal Dispute Resolution [WAC 388-76-10990]

**YOU MAY:**

Request an Informal Dispute Resolution (IDR) meeting within 10 working days after the date you receive this letter.

You **must** use an “**IDR Request Form**” for each citation or enforcement you plan to dispute. You can find this form and directions on the AFH professional page at:

<https://www.dshs.wa.gov/altsa/informal-dispute-resolution-adult-family-home-pilot-project>

All documents supporting your dispute must be included with the corresponding form. **The IDR will not consider any documents submitted after the 10 working day deadline.**

Send your request to:

Adult Family Home IDR Program  
Residential Care Services  
PO Box 45600  
Olympia, WA 98504-5600

**You may also scan and/or e-mail materials within 10 working days, to [rcsidr@dshs.wa.gov](mailto:rcsidr@dshs.wa.gov).**

Formal Administrative Hearing

You may contest the issuance of these limits by requesting a formal administrative hearing. **All hearing requests must be in writing and include:**

- A copy of this letter.

**The written request must be received within twenty-eight (28) calendar days of receipt of this letter.**

Send your **written** request to:

Office of Administrative Hearings  
PO Box 42489  
Olympia, Washington 98504-2489

A request for an informal dispute resolution review will not change the deadline for you to request an administrative hearing. Informal dispute resolution review by the department is not binding in an administrative hearing.

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If you have any questions concerning the instructions contained in this letter, please contact me at (360) 725-2404.

Sincerely,



Bett Schlemmer, RN, MN, MPA  
Field Operations Office Chief  
Residential Care Services

Enclosure

cc: Field Manager, Region 2, Unit B  
WA LTC Ombuds  
AFH Licensing File  
cb