



Department of Human Services

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TO: DAY CARE PROVIDER

FROM: LISA PUNG
SOCIAL WORKER – LICENSOR

RE: INSTRUCTIONS FOR VARIANCES

You must complete the enclosed form and attendance sheet for all children that will be in care during the time that you are requesting the variance.

YOUR VARIANCE IS ONLY EFFECTIVE AS LONG AS THERE ARE NO NEW ENROLLMENTS, AS IT IS APPROVED ACCORDING TO THE CHILDREN LISTED ON THE ENROLLMENT SHEET.

Your variance will not be effective until the last date that it is date stamped in our office. Our agency's policy is that we will not make a variance effective prior to that day, which means that we will not back date any variance!

Your variance form will be returned to you if any item is not completed correctly, which will delay the effective date. Your variance will be returned to you if:

- Rule section is missing.
- You have not stated **specifically** how you will be over, which includes age distribution and total licensed capacity.
- Your reason for the variance is not clearly stated.
- You have not given a specific starting **and** ending date, including days of the week and times you will be over.
- The health and safety measures are not clearly stated (we will not accept "same as always").
- The attendance sheet does not include each child's name, birth date, category and the days and hours in care.
- The maximum number of children present during the time that the variance is needed is not completed. This does not mean the total children enrolled, just the total that you would have during the times that you need the variance. An example is if two preschoolers come opposite days, the two of them would be counted as one.
- Parent signatures of ALL children enrolled during the period the variance is being requested for.

If you have any questions as you are completing the variance, you should contact me, so that there will not be a delay in the processing.