
The following guidelines are provided to assist with the variance process for relative child foster care applicants with a child or children in placement, regarding the requirement for child passenger restraint systems training to be completed prior to becoming licensed.

A variance to this requirement is only allowed for applicants in order for them to obtain their foster care license. Once licensed, any other caregiver that will be responsible for transporting foster children must take the full certified child passenger restraint systems training before transporting foster children.

It is the decision of the licensing agency on a case-by-case basis to determine if they are willing to grant a variance to the requirement for the three hour certified training. If so, the agency must provide the variance request form to the applicant(s).

A variance may be granted:

- If all applicants that will be transporting foster children have completed the required and approved child safety seat checkup.

A variance should not be granted:

- If all applicants that will be transporting foster children have not completed the required and approved child safety seat checkup.

A variance is not required:

- If one of the applicants has completed the full certified child passenger restraint systems training. In that case, the license may be granted, and any other license holder must complete the full certified training prior to transporting foster children.
- If an applicant will never transport foster children, in that case, the training is also not required.

Process for requesting and approval of the variance:

1. The licensing agency assists the applicant(s) if needed in finding a child safety seat check location. How to find a trainer is detailed in the instructions on the variance form.
2. The applicant(s) completes the variance request and approval form, making sure to include the initials and date of birth of each child in care under the age of eight.
3. One form may be used if both applicants attend the same checkup. If they attend on different dates, a separate form must be used for each applicant.
4. The applicant(s) attends the check up as scheduled, bringing with the actual car seats that will be used for the foster child/children in currently in their care. If they do not have a car seat, they cannot participate in the checkup, are not eligible for the variance, and are required to complete the full certified training prior to licensure if transporting foster children. The applicant(s) must also bring the variance request and approval form with them to the checkup.

5. Following completion of the checkup, the certified technician and the applicant(s) must sign and date the form.

6. The applicant(s) sends or gives the completed form to the licensing agency.

7. The licensing agency reviews the form to ensure that all areas are completed.

8. The licensing agency signs and dates the approval, provides a copy of the variance approval to the applicant(s), and retains the original copy for the agency file.