

Variance Request Form - Extended Use of Substitutes

Family Child Care

Please read this document carefully and fill out the requested information completely and e-mail it and any supporting documents to your county licensur.

LICENSE HOLDER NAME		LICENSE NUMBER:	
PHONE NUMBER:		E-MAIL ADDRESS:	
NAME OF LICENSOR: (IF KNOWN)		PROGRAM FAX NUMBER:	

Requested time period of variance

FROM:	TO:
-------	-----

Pursuant to Minnesota Statutes, Section 245A.04, subdivision 9, (Human Services Licensing Act), the commissioner may grant variances to rules that do not affect the health or safety of persons in a licensed program if the following conditions are met:

- The variance must be requested by an applicant or license holder on a form and in a manner prescribed by the commissioner.
- The request for variance must include the reasons that the applicant or the license holder cannot comply with a requirement as stated in the rule and the alternative equivalent measures that the applicant or license holder will follow to comply with the intent of the rule.
- The request must state the period of time for which the variance is requested.
- If the commissioner grants a variance under this clause (MN Statute 245A.16, subdivision 1 the license holder must provide notice of the variance to all parents and guardians of the children in care.

The commissioner's decision to grant or deny a variance requested is final and not subject to appeal under provisions of Chapter 14.

Type of Variance (New or Renewal)

WHAT TYPE OF VARIANCE REQUEST IS THIS?

Reason why the Variance is Requested:

PRINT NAME OF PERSON REQUESTING VARIANCE:	SIGNATURE	DATE:
---	-----------	-------

This information is available in other forms to people with disabilities by contacting us at 651-431-6500 (voice). TTY/TDD users can call the Minnesota Relay at 711 or 800-627-3529. For the Speech-to-Speech Relay, call 877-627-3848.

Please attach all applicable supplemental documentation. For instance, if parent notification of variance is required, you must attach the signature page.

