



Goodhue County *Health and Human Services*

Social Services Division

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Goodhue County Child Care Licensing Variance Policy

Effective January 1, 2021

Goodhue County only approves variances to the following child care licensing rule:

MN Rule 9502.0367 CHILD/ADULT RATIOS; AGE DISTRIBUTION RESTRICTIONS.

- DHS has delegated authority to consider variance requests for a maximum of 1 child over total numbers or ratios.
- Variance form must be completed **IN FULL** prior to this agency taking action on the variance request. Incomplete variance forms will be returned to the provider.
- Variance request must be submitted prior to time that it is needed. A variance request will not be backdated. Once request is received it will be reviewed by licensing staff. Notice of approval/denial will be given in writing.
- There can be no new enrollments added after a variance has been approved and/or during a variance period.
- Short term variance is defined as 1 month or less. Long term variance is defined as more than 1 month. Variance year is defined as 12 months from the end date of last variance granted.
- This agency will grant a maximum of **3** short term variances per year. Short term variances will not count toward the 1 per year limit for a long term variance.
- The guidelines for the maximum length of variances are (these variances will only be granted **ONCE** per year):

0 - 10 hours per week	9 months
11 - 26 hours per week	6 months
27 - 50 hours per week	3 months
- The provider will be responsible to notify the licensor immediately during a variance period if the variance is no longer needed.

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- A variance request will not be approved after recommendation for a negative action, while a negative action is in effect OR for six months after a negative action has been completed. A variance request will not be approved if there has been a correction order issued for a violation of supervision or behavior guidance rules in the past 6 months. A variance will not be approved within the first year of licensure.
- No variance can be granted for a C-3 License to exceed total capacity of 14 children.

Variance requests will not be approved more than 3 months prior to the start date of the variance. The Family Child Care Weekly Attendance form must include the name and date of birth (NOT due date) for all children who will be enrolled during the variance period, including license holder's own children.

To apply for a variance, please complete the Minnesota Department of Human Services Variance Request: Family Child Care, Family Child Care Weekly Attendance Schedule, and Variance Request Notice for Parents forms and send them to your licensur.

Click link below to access these forms:

Variance Request: Family Child Care {DHS-7297}

<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7297-ENG>

Family Child Care Weekly Attendance Schedule {DHS-7297A}

<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7297A-ENG>

Variance Request Notice for Parents {DHS-7297B}

<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7297B-ENG>

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