

**Clay County Social Services
Policy & Procedure Manual**

Procedure:

Family Child Care Variance Procedure

Reference:

MN Rules part 9502.0335 subparts 8 and 8a

Division/Unit:

Licensing Unit

Date Effective:

January 1, 2021

Purpose: Establish a uniform process for variance requests

Personnel Responsible: Family Child Care Licensors

Procedure:

Clay County Social Services (CCSS) does not grant variances for age or capacity. All other requests will be considered. Family child care providers must follow the process outlined below to request a variance:

1. Complete e-doc form DHS7297 and submit to their licensor. Providers can request this form from their licensor or obtain it off the county website under the licensing tab.
2. CCSS Licensing Unit will review the request and inform the provider within 30 days of receipt of request as to whether the variance is approved or denied.
3. All variances will be renewed per instruction on DHS7297 as deemed necessary by the CCSS Licensing Unit.

This policy can be located on the Clay County Social Services website under the licensing tab and will also be distributed to family child care providers on an annual basis.

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