

Variance Request

R501-1-2. "Variance" means a temporary deviation from an administrative rule.

R501-1-9. Variances.

1. A licensee shall not deviate from any administrative rule without first receiving written approval of variance to a specific rule, signed by the Director of the Office of Licensing or the Director's designee.

2. The Director of the Office of Licensing, or the Director's designee may grant a variance to the administrative rules of the Office of Licensing, if the Director or the Director's designee determines that a variance: a. is in the best interests of the client; and b. may be granted without compromising any health and safety requirements.

Name of program requesting a variance _____

Address _____ City _____ Zip _____

Person requesting _____ Title _____ Phone(____) _____

Name of person for whom the variance is requested, if for a person _____

Date this form completed _____

Cite the Office of Licensing Rule number for which variance is requested _____

Description of variance requested

How will the licensee ensure the best interests of the client will be maintained?

What procedures will be implemented to ensure the health and safety of all clients?

Attach additional information if needed to answer the above questions.

When would this variance need to begin? _____

When would this variance expire? _____

(Variances may not exceed 1 year.)

This form must be submitted to the licensor for this program.

The licensor is required to add their recommendation and forward it to their Supervisor.

Licensor Recommendation [] Yes [] No Licensor _____

Supervisor Recommendation [] Yes [] No Supervisor _____

Director Approval [] Yes [] No

Signature _____ Date _____