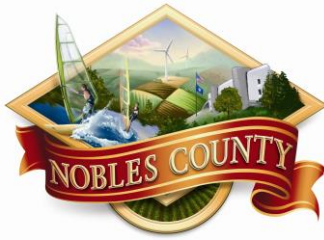


COMMUNITY SERVICES AGENCY

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Nobles County Variance Guidelines

Reference Minnesota Rule pt. 9502.0335 and pt. 9502.0365

The following guidelines will be utilized by Nobles County Human Services Child Care Licensing Division when determining the approval or denial of variance requests:

- The request for an age distribution variance must be for **ONE** child over distribution in any one category and no more.
- Nobles County will consider an initial variance request of up to two months. If necessary, a second variance request of an additional two months will be considered.

Taking into consideration:

- the total number under licensed capacity
- ages of children in care
- age of child for whom variance is being requested
- emergencies
- possible shortage of day care in area
- part-time attendance schedules
- over-lapping schedules
- sibling placements versus new enrollment/drop-in
- any previous licensing infractions
- physical environment of home
- provider's plan to meet the physical, social and emotional needs of ALL children
- number of previous variance requests in last 24 months

PROBABLE VARIANCE DENIALS

- The provider has been licensed for less than 1 year
- There is a variance already in place and in use
- The provider's license is currently under a negative licensing action
- The provider or any household member is currently under investigation for any situation that may be a potential licensing infraction
- There are outstanding correction orders

The provider's request must be in writing on the form provided by Nobles County and must accurately reflect the variance request. The agency shall grant or deny the written request and mail the decision to the applicant or provider within 30 days of the written request.

All parents of children enrolled in your daycare at the time of the variance request will be mailed an approval form for them to fill out and return to the Nobles County Licensor. All approval forms must be signed and returned before we will consider the variance request.

Please note:

- variances are approved for specific circumstances and conditions
- no new enrollments or drop-ins during variance period
- variances are **NOT** granted retroactively – do **NOT** enroll a child before you have an approved variance

Nobles County reserves the right to deny any variance request and to make exception or additions to these guidelines.