

Red Lake County Social Services Policy on REQUESTS FOR SHORT-TERM EMERGENCY VARIANCE

DEFINITION: The definition of “short-term emergency variance” is a variance of the licensing rule that is **not planned**, due to an emergency or unexpected event; such as:

1. Closing of school due to weather
2. Death (i.e. another provider’s family member)
3. Sudden illness/accident/hospitalization
4. Unexpected program incident (i.e. water main break)
5. Other family emergency

What is NOT an emergency:

1. Shopping
2. Poor program or parent planning
3. Unexpected recreational “invitation” (i.e. camping, sports event)
4. Other preventable circumstances

As soon as you are aware of a situation where your program would not be in compliance because of a bona fide emergency or unexpected event, you should follow these steps:

1. **CALL the agency immediately at 253-4131.**
 - ❖ For family child care dial Ext. 259
 - ❖ For foster care dial Ext. 242
2. **Leave a detailed summary of your request for an emergency short term variance. Your summary should include the following;**
 - ❖ Provider’s Name
 - ❖ Time Period of Request
 - ❖ Description of need
3. **Email/Fax/Mail:**
 - ❖ You must then complete the required form and submit that form to the licensor ON THE SAME DAY as the request.

A short-term variance request decision is subject to the DISCRETION of this agency and will be based upon THE PROVIDER’S:

- ❖ ABILITY TO SAFELY OPERATE
- ❖ PROVIDING AN ACCURATE AND TIMELY REQUEST
- ❖ BEING IN GOOD STANDING (i.e. past program complaints; a correction order(s) and/or negative licensing action(s) currently under investigation or that has not yet been corrected or resolved)
- ❖ COMPLIANCE WITH LICENSING/RELICENSING PROCESS (i.e. is current with trainings/legislative mandates)
- ❖ HAS LESS THAN 12 GRANTED SHORT-TERM VARIANCES in the last 12 months.