



CHILD CARE PROGRAM OFFICE

Division of Public Assistance
Child Care Program Office
3601 C Street, Suite 140
Anchorage, AK 99503

Individuals who are applying to become or are already Licensed, refer to 7 AAC 10.9500 – 7 AAC 10.9535 for regulatory authority related to General Variance requirements. Individuals who are applying to become an Approved Relative provider, refer to 7 AAC 41.270 for regulatory authority related to General Variance requirements.

General Variance Application Instructions:

1. A General Variance Application is recommended to be submitted at least 30 calendar days prior to the start date of the requested variance to allow for the Child Care Program Office (CCPO) internal review and determination process. The facility must maintain a copy of the General Variance Application and supporting documentation for their records.
2. A General Variance Application must be completed and submitted to the regional CCPO for Licensed provider or to the local child care assistance office for Approved Relative Providers. Incomplete or illegible forms will be returned and will delay the variance process.
3. Contact your Licensing Specialist or Eligibility Staff with questions about completing this form or the general variance process.
4. Attach additional information and/or supporting documentation, including but not limited to the following, as applicable to the variance sought:

Administrator Qualifications (7 AAC 57.300):

1. A letter signed and dated from the facility's owner or governing body supporting the Administrator designation applicant and variance;
2. Administrator Designation Form;
3. Administrator's letter of support for the applicant (if for an Administrator Designee);
4. A letter of intent from the individual the variance is sought for;
5. A copy of the resume or facility's employment application for the individual the variance is sought for showing educational qualifications and work experience;
6. Proof of background check clearance for the individual the variance is sought for;
7. A current Child Care Facility Staffing Plan;
8. A training plan and timeline for the individual the variance is sought for which includes: the courses/training already obtained; the enrollment dates of courses/training to be taken; and the estimated date the education requirements will be completed; and
9. Any additional supporting information needed to show the need for the variance of which is being sought.

Child Care Associate Qualifications (7 AAC 57.330):

1. A letter signed and dated from the facility's owner or governing body supporting the Child Care Associate designation applicant and Variance;
2. *Child Care Associate Designation Form*;
3. Administrator's letter of support for the applicant;
4. A letter of intent from the individual the variance is sought for;
5. A copy of the resume or facility's employment application for the individual the variance is sought for showing educational qualifications and work experience;

6. Proof of background check clearance for the individual the variance is sought for;
7. A current Child Care Facility Staffing Plan;
8. A training plan and timeline for the individual the variance is sought for which includes: the courses/training already obtained; the enrollment dates of courses/training to be taken; and the estimated date the education requirements will be completed; and
9. Any additional supporting information needed to show the need for the variance of which is being sought.

Prohibited Animals (7 AAC 10.1090) or (7 AAC 41.240):

1. A plan from the Administrator for the prohibited animal the variance is sought for which includes: the location of the prohibited animal in the facility; whether or not the children will have access to the prohibited animal, and the feeding, cleaning, and sanitation schedule and procedures for the prohibited animal and its habitat;
2. Photograph(s) of the prohibited animal and its habitat;
3. A copy of any license or permit obtained and any veterinary records showing compliance with required immunizations for the prohibited animal for which the variance is sought for, as applicable;
4. A copy of the notification or policy of the presence of a prohibited animal in the facility which will be provided to parents if the sought variance is granted; and
5. Any additional supporting information needed to show the need for the variance of which is being sought.

Out of Age-Range or Over Capacity (7 AAC 57.400(b)):

1. A letter signed and dated from the facility's owner or governing body supporting the out of age range or over capacity variance including how they will ensure supervision of children is maintained at all times;
2. A letter signed and dated from the parent, guardian, or social worker/caseworker describing the situation in which the child needs to enroll or remain at the facility, a summary of the child's development level, and Plan of Care if applicable;
3. A current Child Care Facility Staffing Plan;
4. A detailed enrollment schedule for each classroom to include names of all children enrolled, their dates of birth, and their drop off and pick up times; and
5. Any additional supporting information needed to show the need for the variance of which is
6. being sought.

Water Supply (7 AAC 10.1020(a)):

1. A letter signed and dated from the facility's owner or governing body explaining why the water supply does not meet the requirements of the regulation;
2. A copy of a water inspection report from a certified water testing facility dated within 30 days of the submitted General Variance Application; and
3. A plan for the use of bottled water, if applicable to the facility; and
4. Any additional supporting information needed to show the need for the variance of which is being sought.



CHILD CARE PROGRAM OFFICE

Division of Public Assistance
Child Care Program Office
3601 C Street, Suite 140
PO Box 241809, Anchorage, AK 99524-1809

Office Use Only

GENERAL VARIANCE APPLICATION

Facility Type: Center Group Home Home Approved Relative In-home

Name of Facility of Provider: _____

Phone: _____ Fax: _____ Email: _____

Physical Address: _____

Mailing Address: _____

Age Range: _____ Capacity: _____ ICCIS ID: _____

Days/Hours of Operation: _____

License or Approval Effective Date: _____ Expiration Date: _____ Pending

Name of Administrator: _____

7 AAC 10.9510. request for a general variance or 7 AAC 41.270 (d) general variance.
A request must contain the following:

1. Identify the regulation or statute for which the variance is sought:

2. Give a description of how the facility/provider is not in compliance and why the facility is unable to comply with the requirements of the regulation or statute. Describe, if applicable, the extent to which compliance with the requirement would impose any substantial economic, technological, programmatic, legal, and/or medical hardship on the facility and/or children in care.

