# EXCEPTION REQUEST FOR CHILD-CARING AGENCIES

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| Name child-caring agency:  |       |
| Address of agency:  |       |
| Date exception requested:  |       |
| Name of person completing this form:  |       |

Per OAR 419-400-0300 the Department may waive a requirement of a rule in OAR chapter 419, division 400 upon written request of a child-caring agency. The written request must identify the rule, give the reasons that justify the exception, describe the agency's assessment of the risk, state the length of time for which the exception is requested, and explain how the needs of children in care and families would be affected if the child-caring agency did not comply with the rule.

# Instructions: Agency to complete section 1 of this form and forward to Licensing Coordinator. If submitting any supporting documents, please attach any scanned documents as .pdf files. Licensing Coordinator to send copy of the completed form back to Agency notifying them of decision.

# SECTION 1: EXCEPTION REQUEST (To be completed by provider agency)

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| Licensing Requirement (What is the applicable OAR):  |       |
| Reasons for the exception: |       |
| Length of time for the exception (cannot exceed the length of the license): |       |
| Will approving the exception pose any risk to the health, safety, and welfare of the child in care? If so, how will the risk(s) be mitigated? |       |
| What other options are available to the meet the needs of the child in care? |       |

# SECTION 2: EXCEPTION CONSIDERATIONS (To be completed by Licensing Coordinator)

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| Does the agency have a history of compliance with licensing requirements and providing services that meet the best interests of children?  |       |
| Would approval of this exception support the agency in being innovative? |       |
| What other options are available to the meet the needs of the child in care? |       |
| Would approval or denial of this exception impact the availability of similar services? |       |
| What would be the impact of the exception? |       |
| Does any state or federal law prohibit the Department from approving this exception? |       |

# SECTION 3: EXCEPTION DETERMINATION, EFFECTIVE DATE, AND CONDITIONS (To be completed by Licensing Coordinator)

The request for exception is

The reason for this decision is:

The exception is effective (if applicable):

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Signature Licensing Coordinator Date

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Signature Licensing Coordinator Manager Date