



DCYF Child Care Program Regulations for Licensure Variance Process

The Rhode Island Department of Children, Youth and Families, Child Care Program Regulations for Licensure was revised, promulgated and went into effect on November 11, 2013. The DCYF licensing process does not allow for waivers, which are viewed as permanent exceptions to the regulations. The licensing process does allow for variance requests and approvals. Variance requests are time limited, with a maximum approval of one year from approval date.

Request for a Variance

The process for requesting a variance begins with submitting a completed variance request form to DCYF. The variance request form can be downloaded at www.dcyf.ri.gov. Each variance request will include the following items: an identification of the regulation for which the variance is requested; an explanation of the program's current status in relation to the regulation in question; a justification for the variance request; documentation as to how the licensee plans to meet the intent of the regulation to be varied; a specific plan of tasks and timelines for bringing the program into full compliance with the regulation. All variance requests must be sent to DCYF Licensing Administrator, Kevin Savage, 101 Friendship Street, Providence, 02903 or by e-mail to kevin.savage@dcyf.ri.gov.

Variance Review

As identified in the regulations the DCYF Licensing Administrator will review each variance and may allow a variance to a regulation provided that the variance in no way jeopardizes the health, safety or well-being of the children. The licensing administrator may request additional documentation as deemed necessary. Variance requests will be reviewed and a determination will be made within thirty (30) days.