

BENTON COUNTY DAY CARE VARIANCE GUIDELINES  
Effective January 2010

Benton County Human Services has adopted the following conditions which will apply to all variances granted for child/adult ratios and age restriction for day care in Benton County.

Benton County Human Services can only act on the variance information which day care providers give to our agency. EVERY section of the request for variance must be completed. Correct Dates of Birth AND listing of correct age category( ex:T/P) of each child are imperative. A variance request can be denied because of incomplete and /or inaccurate information.

Benton County strictly adheres to the child/adult ratios determined by the Department of Human Services.

- \* The day care provider can never be over in more than one category . Total numbers of infants/toddlers and numbers of infants/toddlers within the infant/toddler category are two separate categories.
- \* No variance will be granted for a total of more than 14 children due to State Fire Marshall regulations.
- \* No variance will be granted for a period of more than 60 cumulative days in a 12 month period (January- December). Attached calendar needs to be filled out for every variance, please be specific on requested days. All days requested will be counted within the 60 day variance, there will be no adjustment days.
- \* A provider will not be granted a capacity variance until they have been licensed for one year.
- \* A variance will not be granted if a provider has any correction order items not completed, is on a conditional license status, is operating under a license extension or has any negative licensing action pending.
- \* No additional children can be added during the variance period without written authorization from BCHS. Variances are CHILD SPECIFIC and limited to only the children listed on the variance form.
- \* Benton County Human Services has 30 days to act on any variance request.
- \* A variance will not be granted to a provider who has had a correction order for being over capacity, lack of supervision, maltreatment or corporal punishment within the past 12 months.
- \* Benton County Human Services always has the discretion to make exceptions/additions to this policy. Please note that some counties in the State of Minnesota grant no variances. A variance policy is to your benefit. Please assist us by using our guidelines and continue to provide quality child care.