

**INSTRUCTIONS
WAIVER OF LICENSING STANDARDS FOR FOSTER FAMILY HOMES
PART 402**

DO NOT PLACE A CHILD UNTIL YOU RECEIVE AN APPROVED WAIVER.

When to Submit a Waiver Request:

Use this form when a foster parent is seeking to obtain or maintain a foster care license and is not able to meet all of the licensing requirements.

Submit this form for increased capacity requests to accommodate more children when specialized children are involved. (Increased capacity requests involving only traditional children should be submitted on the **CFS 591, Request for Expanded Capacity**, form).

Please note: Do not request a waiver of any offense described in **Rule 402, Appendix A**, which is an absolute bar to licensure under the Child Care Act. Such requests will be denied.

How to Complete a Waiver Request:

All waivers must be typed. ***NO EXCEPTIONS!***

Complete all of the questions listed. If an item does not apply, please mark it so.

Make sure that all of the required documents are up to date, per the form, and sent as attachments to the waiver.

Make sure that all of the required signatures have been secured.

Noncompliance with any of the above requirements will result in a delay in the processing of the waiver request or its return to you.

Submission of a Waiver Request:

All waiver requests and their accompanying documents should be sent by fax to:

Director's Office
312-814-9408 (fax)

Please allow two to four weeks for a disposition of the waiver request.