

Quick Start Guide: How to Request a Relative Non-Safety Waiver

The Relative Non-Safety Waiver request is completed in SACWIS for Relative Foster Homes on a case by case basis to eliminate barriers to safely placing children.

A waiver may be requested:

- Prior to licensure
- As needed after licensure (i.e. Relative Foster Home has an additional sibling placed in their home between licensure and re-certification, but needs a non-safety issue waived)

Requests should note the waiver and rationale. For example, an assessor may request the sleeping arrangements rule be waived because of space limitations. These waivers are time limited and shall not exceed the expiration date of the current certificate (OAC 5101:2-5-18 (A)(2)). The Relative Non-Safety Waiver **must be** requested for renewal at the time of recertification if the waiver is still to be in place needed. The waiver, no matter the point at which it is requested, **must** be approved by ODJFS.

The process for requesting a Relative Non-Safety Waiver in SACWIS is as follows – once you are logged into SACWIS from the **Home** screen:

1. Click on the ***Provider Header***
2. Click on your ***Workload Tab***
3. Click on your ***User Link***
4. Click on the ***Select link*** next to the ***Provider Record***
5. Click on ***Waiver link*** (in left blue navigation area)
6. Select ***Add Request button***
7. Select ***Initiated By***: Worker (from drop down menu)
8. Select ***Type***: Waiver (from drop down menu)
9. Select ***State of Waiver***: Initial (from drop down menu) or Review
10. Enter ***Effective date***:
11. Select ***Rule Chapter***: (from drop down menu) – example: 5101:2-7
12. Select ***Rule Section***: (from drop down menu) – example: 05 Sleeping arrangements
13. Select ***Sub-Section***: C (if there is one)
14. Enter ***Agency Comments***: Explain the ***reason*** for the Waiver
15. Click on the ***Process for Approval button***:
16. Select ***Action***: Route (from the drop down menu); Enter Comments, if desired

17. *Select **Agency***: Ohio Department of Job and Family Services (from drop down menu)
18. Select ***Reviewers/Approvers*** (from drop down menu)
19. Click on the ***Save button***.