

Internal Procedure 425: Alternate Compliance and Policy Waiver Protocol

2/2025

The approval of resource homes and relative and fictive kin placements is a critical process within DCFS, aimed at ensuring safety, stability, and well-being of children in care. This procedure is necessary to provide a clear, standardized framework for preparing and submitting Policy Waiver and Alternative Compliance packets to the Placement and Residential Licensing Unit (PRLU) for review and approval.

By streamlining this process, DCFS will:

- Reduce delays in placement decisions
- Ensure compliance with legal and procedural requirements
- Enhance communication and collaboration among staff, families, and the licensing board
- Promote consistency and accountability in the submission of complete and accurate documentation.

“Policy Waiver” is defined as a request to deviate from the Division of Children and Family Services (DCFS) policy and procedures. The Division of Children and Family Services Director, or designee, approves all policy waiver requests. The following require a policy waiver:

- A. Any misdemeanor convictions, except for minor traffic violations
- B. Driving Under the Influence or Driving While Intoxicated
- C. Any issues that are not in compliance with DCFS Policy
- D. Record of maltreatment:
 - 1) However, any person found to have record of child maltreatment will not only be reviewed by the DCFS Director or designee, but the DCFS Director or designee will also notify and consult with the Child Welfare Agency Review Board, via the Residential Licensing Unit Manager as its designee, regarding the policy waiver and any corrective action associated with the policy waiver.

The following misdemeanors and policy standards may be granted policy waivers at the local level by the Area Director:

Relatives/Fictive Kin (Kin)

Regardless of when the offense (if applicable) took place provided there have been no other offenses since the date of the incident:

- 3 children under the age of 6

- 10 points on driving record provided there is a documented plan in place outlining who/how child would be transported
- Exemptions for immunizations approved by the Health Dept.
- Insufficient income/government assistance
- Non-payment of fine
- Possession of alcohol in a dry county
- Walk-through room (child sleeps in room where others walk through to get to another room in house)

IF they occurred **more than five (5) years ago** and provided there have been no other offenses since the date of the incident:

- Criminal mischief
- DUI/DWI
- Failure to appear for traffic violations
- Forgery
- Hot checks
- Public Intoxication
- Shoplifting
- Suspended driver's license
- Theft by receiving

IF they occurred **more than ten (10) years ago** and provided there have been no other offenses since the date of the incident:

- Animal cruelty
- Any drug charges IF applicant also has a clean drug screen at the time of application
- Bribing public official
- Destruction of property
- Furnishing alcohol to a minor
- Harassment
- Leaving scene of an accident
- Obstruction/attempt to destroy evidence
- Possession of controlled substance with or without intent to deliver IF applicant also has a clean drug screen at the time of application
- Terroristic threatening
- Theft of property