Instructions for Submitting a Waiver Request

To apply for a waiver the applicant must submit a copy of their disclosure form and any court documents. A letter explaining what happened regarding the applicant’s charge, explaining how their life has improved since the charge, and what the applicant has done to better themselves. The applicant may also submit any letters of reference they choose.

The provisions for granting waivers for excludable Child Care and Development Block Grant (CCDBG) offenses are now limited to felony drug offenses that occurred more than five years ago and misdemeanors and felonies not included in the list below.

Below is a listing of the excludable offenses under CCDBG that do NOT include a provision for requesting a waiver:

* making materially false statements in connection with a criminal background check; registered on the State or National Sex Offender Registry;
* a felony consisting of:  murder;  child abuse or neglect; a crime against children, including child pornography; spousal abuse; a crime involving rape or sexual assault; kidnapping;
* arson; physical assault or battery; drug-related offense committed during the preceding 5 years;
* has been convicted of a violent misdemeanor committed as an adult against a child, including the following crimes: child abuse; child endangerment; sexual assault; or misdemeanor involving child pornography.

Existing waivers for excludable offenses, not eligible for a waiver under CCDBG will not be extended when the individual is reprinted. Note that all staff are reprinted every five years. Existing waivers for charges not included on the list above may be considered for an extension on a case by case basis.

Applicants with recent arson, physical assault or battery, or drug charges, within the last five years, will proceed directly to the appeal process. Applicants with a felony charge consisting of: murder, child abuse or neglect, a crime against children, including child pornography; spousal abuse; a crime involving rape or sexual assault; kidnapping also proceed directly to the appeal process.