

State of Illinois
Department of Children and Family Services

**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 one or more children receiving specialized care or when a foster home is seeking to care for more than 4 children under 6 years or more than 2 children under 2 years. (Increased capacity requests involving only traditional children should be submitted on the **CFS 591, Request for Expanded Capacity.**)

How to Complete a Waiver Request:

All waivers **must** be typed.

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:

Waiver requests requiring Director approval and their accompanying documents should be sent via outlook to DCFS.DirectorsOffice or email to DCFS.DirectorsOffice@illinois.gov.

Waiver requests requiring Associate Deputy of Foster Care Licensing or Deputy Director of Clinical Services approval and their accompanying documents should be sent to via Outlook to DCFS.WaiverRequests or email to Waiver.Requests@illinois.gov.