How to Request a Relative Non-Safety Waiver in SACWIS

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 completing the 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 in narrative box (See example reason below):

![Image of SACWIS form with Agency Comments field highlighted]

Waiver is being requested for this Kinship Relative Caregiver to house two of her grandchildren 5 & 6 year old's male and female to sleep in two twin beds in the same bedroom. The children are used to being together. The time limit is for the current foster care certification time span.

15. Click on **Process for Approval Button**

![Image of SACWIS form with Process Approval button highlighted]
16. Select **Action**: Route (from drop down menu)

17. Select **Agency**: Ohio Department of Job and Family Services (from drop down menu); Enter comments, if desired

18. Select **Reviewers/Approvers** (from drop down menu)

19. Click on the **Save button**.