

**Division of Children and Family Services  
 Child Care Subsidy Provider  
 Relative Exempt Request Form**

*Intended Audience: Child Care Subsidy Providers*

Provider Name: \_\_\_\_\_ Subsidy ID: \_\_\_\_\_  
 Provider Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**License Exempt and In-Home Child Care** providers who solely care for children related to them are excluded from certain federal CCDF and CCDBG requirements specific to some health and safety trainings, completion of an Emergency Preparedness Plan, maintenance of records of children in care, and completion of FBI fingerprint record checks. This exclusion is provided only if there are no other unrelated children who are cared for in the same setting.

If you are a License Exempt or In-Home Child Care provider caring only for a relative child or children, and meet the below definition, please complete, and return this Relative Exempt Request. This form may also be used to indicate household members who meet the relative definition and are therefore exempt from the FBI fingerprint requirement.

If you meet the relative exemption, you will still receive an annual inspection at the time of your Subsidy Enrollment renewal.

**Relatives are defined as grandparents, great-grandparents, step-grandparents, siblings or stepsiblings, aunts, and uncles.**

Provider's relationship to child(ren) in care: \_\_\_\_\_

Provide information for **all** children currently under provider's care:

Name of Child:	Master Case Number:
1.	
2.	
3.	
4.	
5.	
6.	

List all household members and their relationship to the child(ren) in care:

Name of Household Member:	Relationship to Child(ren):
1.	
2.	
3.	
4.	
5.	
6.	

Failure to submit this information may result in closure of your Child Care Subsidy Enrollment. Verifications of relationship to children in care may be requested upon the Department's review. Submit this form to your assigned Resource Developer.

**Provider Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Provider signature above attests this information is true and accurate.*