



Kansas Department of Social and Rehabilitation Services

Operational Policy and Procedure

Policy:	Waiver of Licensure Standard	
Division:	Health Care Policy	Policy Number: LICEN 304
Contact:	Addiction and Prevention Services Director	
Status:	Approved	Date Approved: 12/22/07
Date Reviewed/Revised:		Effective Date: 01/01/08
Department:	Addiction and Prevention Services (AAPS)	Page: 1 of 1

POLICY: A licensee may request exemption from a required standard by submitting a waiver request to the Department of Social and Rehabilitation Services/Addiction and Prevention Services (*See Standard R03-807 A*).

PURPOSE: To provide a process for Standard waiver when a Standard does not apply to a specified Program.

PROCEDURE:

- 1) A licensee may submit a waiver request (LICEN 304- Attachment C) to the Department of Social and Rehabilitation Services/Addiction and Prevention Services Central Office indicating:
 - a) The specific standard,
 - b) Time frame for which the licensee is requesting exemption, and
 - c) The rationale of the need for the waiver (*See Standard R03-807 A*).
- 2) The Department of Social and Rehabilitation Services/Addiction and Prevention Services shall approve or deny waiver requests within thirty (30) calendar days of the receipt of the provider's written request (*See Standard R03-807 B*).
- 3) The Department of Social and Rehabilitation Services/Addiction and Prevention Services shall maintain the waiver request (*See Standard R03-807 C*).
- 4) The provider shall maintain a copy of the waiver request in the Program's Policy and Procedure Manual (*See Standard R03-807 C*).
- 5) A waiver may be granted for no longer than the length of a Program's current license.

Approved by: _____

Addiction and Prevention Services Director

12/22/2007

Date