

# Bright Futures Information System (BFIS) Program Account Record Check Variances



A record check variance means an exception to a regulation granted by the Commissioner in circumstances when, in his/her judgment, the immediate or literal application of a regulation would result in unnecessary hardship and when the intent of the regulation can be achieved by other means. Note: Variance guidance for other types of variances is available in the document “Child Care Licensing Variances” available at: <https://dcf.vermont.gov/childcare/providers/bfis>

## Who can request a variance?

Any licensee, Family Child Care Provider, or program director of a Vermont regulated child care program can request a record check variance when a person has been identified through the record check process as prohibited, and the record check outcome letter states a variance request may be submitted.

## How can I submit a record check variance?

A variance is submitted through your Child Care Program Account in Bright Futures Information System (BFIS). *See opposite side for specific instructions on how to enter into BFIS.*

## Can I see the variance after it is submitted?

You will be able to see a list of the variances you have submitted and the outcome of the variance. However, you will not be able to see the details of your request. This is why it is important to save all the information you plan to submit prior to pressing “**Submit**.”

## What happens after it is submitted?

Once you have submitted the variance, division staff will receive the request and will process the variance for CDD’s review and consideration for approval.

## How will I find out if it is approved?

When a decision is made, a “Record Check Variance Outcome Letter” is created in BFIS. This letter can be found in your “**Documents**” (BFIS summary page, link at bottom of page). When the document is created, BFIS will send an email to the program. Please be sure to read the Record Check Variance Outcome Letter as approved variances may have conditions that are required to be followed.

## How long does the record check variance last?

Variances for individuals identified as prohibited based on a background check are valid for the duration of that person’s affiliation with the program. The Division may rescind approval should new information become available.

## Who can I call if I have questions?

Call 1-800-649-2642, option 3, and division staff will direct your question to the appropriate person.

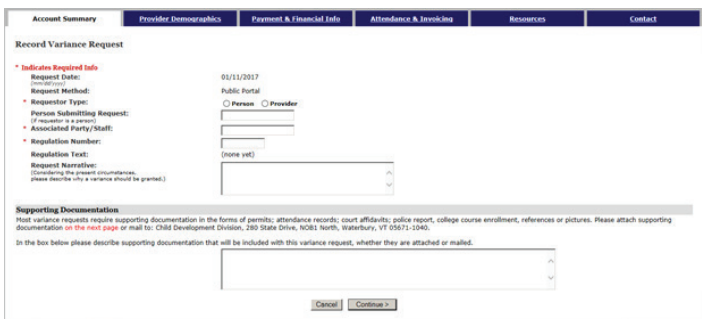


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1. Log into your Bright Futures Information System (BFIS) Child Care Program Account at <http://brightfutures.dcf.state.vt.us/>
2. Scroll down, and on the bottom right, click "Record Check Variance Request"



3. Answer the required questions:

A screenshot of the 'Record Variance Request' form in the BFIS system. The form is titled 'Record Variance Request' and has several sections: 'Indicates Required Info' with fields for Request Date (09/11/2017), Request Method (Public Portal), Requestor Type (Person/Provider), Person Submitting Request, Associated Party (Staff), and Regulation Number (None yet). There is a 'Regulation Text' field with a red asterisk. Below this is the 'Supporting Documentation' section, which includes a text area for describing supporting documentation and a 'Continue' button.

4. Click "Continue"
5. On the second page, you can attach a letter or picture as more information. We recommend you attach a letter with detailed descriptions here. To attach a document click on "Attach Image" this will open a new screen. Click "Browse" to find the file on your computer. Answer all of the questions and click "Upload"
6. Once you have attached all of the letters or images you need, be sure you print or save the information on the screen (you will not

have access to this information once it has been submitted).

7. Once you have a copy of your information click "Submit"

## Hints and Tricks

- For security reasons BFIS will log you out after 20 minutes if you have not clicked "Continue". We recommend that you type your request into a separate document, save the document, type "See attached" in the "Request Narrative" and "Supporting Documentation" fields and then follow step 6 to attach the document you saved with the request narrative.
- The fields are limited in the number of letters and spaces allowed. Please summarize your answers, as you will also be able to attach a letter request on the second page of the variance request.
- The regulation number must match how it appears in the regulation book. For example, you would record 2.1 for the rule in section two that is number one. Be sure your cursor is all the way to the left in the field before typing in your rule number. You can do this by clicking in the field and then tap your backspace key a few times.
- All fields with a red asterisk must have some information in it for the system to allow you to continue to the next page. If you believe that a question may not be applicable for your type of variance, please write that in the field.