

# 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.

## Who can request a variance?

Any licensee, registrant, or program director of a Vermont regulated child care program can request a record check variance when a staff 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?

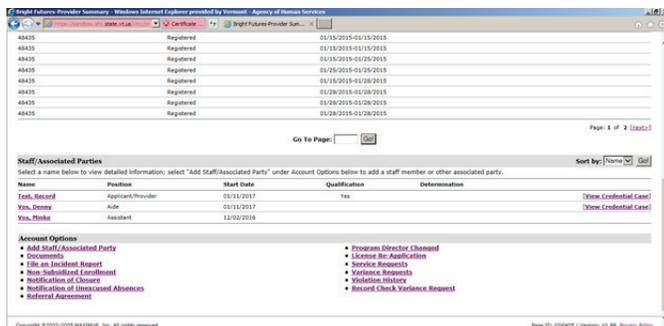
Variances for individuals identified as prohibited based on a background check are valid for the duration of that person’s employment at the program.

## Who can I call if I have questions?

Call 1-800-649-2642 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"



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"

3. Answer the required questions:

The screenshot shows the 'Record Variance Request' form. It includes fields for 'Request Date', 'Request Method', 'Requester Type', 'Person Submitting Request', 'Associated Party/Staff', and 'Regulation Number'. There is also a section for 'Supporting Documentation' with a text area for describing the documentation.

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"

## 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 answers into a different document and then paste them into these fields.
- 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 is entered into the data system. The regulations are entered in the data system exactly how they are published in the child care regulations books.
- 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.