

POLICY 305

**REQUEST FOR VARIANCE FROM PRESCRIBED SERVICE
TAXONOMY**

The Service Provider may request a variance from the standard service categories if the primary function or effect of the service to be provided deviates substantially from the prescribed definitions. Durations for approved variances shall coincide with that of the Agency's Area Plan that is in effect at the time of the variance approval.

PROCEDURE A SUBMISSION OF REQUEST FOR VARIANCE

1. The Service Provider must apply in writing when requesting a variance in service taxonomy and allowable services.
2. The request for variance review will coincide with Agency's Area Plan.
3. Agency approval of the request for variance will include at a minimum, information on taxonomy classification (program and activity codes); service name; and indication of time-limited status, if applicable.