

## **Age and High School Diploma Variances updated 6/24/22**

1. Read variance letters submitted – NEED letters from employer, employee and reference letter (work, school, etc.)

Make note of information including employer name and contact info, employee name and contact info (and DOB if under 18), client/consumer name and DOB, agency, guardian

**Education variance letters** – If no high school diploma or GED, explain why, what skills do have and why should have variance.

**Age variance**-for anyone younger than age 18 (NO ONE UNDER 16 can be hired) explain why they should be hired including skills and experience. Get DOB for potential employee to verify AGE.

2. Look up client/consumer to confirm agency, DOB and funding
3. Contact employer if needed to get additional information (letters, references, guardian, agency)
4. Contact employee if more information is needed.
5. Check OPG list if public guardian and email guardian to update on variance request.
6. Make decision based on information gathered regarding skills, experience, and situation.
7. Write standard letter to employer

Generally, work is limited to 15/20 hours a week during school year and should be included in the determination letter as well as any other conditions needed and save as PDF to send to ARIS.

\*ARIS does not complete a background check on age variances until after variance submitted.

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8. Mail copy of letter to employer and secure email copy to ARIS (see above email)
9. Save all letters and emails to I drive variance folder (DDSD/DS specialist/variance)