

How to Search for an Existing Waiver or Variance

RCC TRAILS provides the ability for users to search existing waivers/variances. When searching for existing waivers, users only have access and the ability to search for waivers/variances for a facility or facilities associated with their user credentials.

1. On the Facility Landing page click the **Waivers** tab.

Department of Human Services
Office of Inspector General
Residential Child Care Licensing

Log Out

New Application | My Facilities | **Waivers** | Incident Reporting

Facility Landing

FACID	Facility	Address	City	County	Zip	
CCI11036	TEST	1209 cypress point apartment	ALPHARETTA	FULTON	30005	Report an Incident

2. The waiver screen will display all existing waivers associated with the facility. Folders under **Download Waiver** are the waiver applications and supporting documents submitted by the facility or agency. A folder under **Download Decision Response** means a decision has been made on your request. Click the folder to download the decision letter. If there is no folder, as shown in the picture below for the 2nd submission date 9/6/2022, the waiver is still pending a decision.

Edit	FACID	Submission Date	Download Waiver	Download Decision Response
	CPFC001105	9/6/2022		
	CPFC001105	9/6/2022		
	CPFC001105	7/21/2022		
	CPFC001105	5/24/2022		
	CPFC001105	2/15/2022		
	CPFC001105	1/12/2022		
	CPFC001105	4/14/2021		

- Click on the caret ► (as shown on the bottom left of the picture above) to expand the information about that waiver request. This will allow you to see the details of the waiver.

Associated Rule(s): The rules requested to be waived.

Tag Number: Associated with the rule.

Decision status: Approved or Not approved.

Decision date: The date a decision was made on your request.

Effective date: The date the waiver becomes effective.

Expiration date: The date the waiver expires.

Submission date: The date your agency/facility submitted the waiver request.

Posted date: The date your request was posted to the Secretary of State website.



Comments: Any comments made when you submitted the wavier.

New Application														My Facilities	Waivers	Incident Reporting	Log Out				
Search Existing Waivers																					
Expand All														Collapse							
Edit	Fac Id			Submission Date			Download Waiver			Download Decision Response											
	CC111036			12/15/2022																	
Edit	Facility Id	Facility Name	Facility Address	Associated Rule	TAG	Decision Status	Decision Date	Effective Date	Expiration Date	Submission Date	Posted Date	Comments	FacType								
	CC111036	TEST SITE, INC	1209 cypress point apartment GA 30005	Recordkeeping, Case Records. 290-2-5-.08(5)(a)1.	0814					12/15/2022		None	1								
	CC111036	TEST SITE, INC	1209 cypress point apartment GA 30005	Recordkeeping, Case Records. 290-2-5-.08(5)(a)3.	0816					12/15/2022		None	1								
	CC111036	TEST SITE, INC	1209 cypress point apartment GA 30005	Health Services. 290-2-5-.12(2)(a)1.	1208					12/15/2022		None	1								
	CC111036	TEST SITE, INC	1209 cypress point apartment GA 30005	Child Care Services. 290-2-5-.12(2)(d)	1205					12/15/2022		None	1								
	CC111036	TEST SITE, INC	1209 cypress point apartment GA 30005	Assessment and Planning. 290-2-5-.10(1)	1000					12/15/2022		None	1								

System References

The Icons and Controls below will help you to navigate through RCC TRAILS:

	ADD NEW RECORD	Opens a page or form to add a new record
	CANCEL	Abandons any inputs or edit to page or form
	DELETE	Deletes the associated entry or record
	DOWNLOAD FILE	Download a file to the local machine
	EDIT	Opens the EDIT mode of a page or form
	REFRESH	Reloads the active page
	SAVE	Saves the input or new record
	FILTER	Allows a data field to be drilled down to specific criteria, such as a Name or Date
	DATE PICKER	Allows a specific date to be selected
	MICROSOFT EXCEL EXPORT	Exports view of report to MS Excel file

	ADOBE EXPORT	Exports view or report to a PDF
	HISTORY	When clicked displays the history for associated data field

Contact Information

If there are any questions or technical problems, please forward to rca@dhs.ga.gov.

For technical problems, be sure to include a screenshot of the problem you are having on RCC TRAILS.