



Inactive Voluntary Request Document

If a program experiences a planned or unplanned event that is anticipated to last longer than 30 days and that will prevent their active participation in Paths to QUALITY™, the program may submit a written request for inactive status to OECOSL. The request should detail the conditions necessitating the inactive status and the time needed. If the program's annual rating date occurs while their status is inactive, a rating request will be made within 14 calendar days after the program returns to active status.

Today's Date _____

Start Date _____

Program's Name _____

License # _____

Name of Requester _____

Title Director Coach _____

Time Requesting:

- 30 Days minimum required days
- 60 Days
- 90 Days maximum required days

Reason for request:

- Natural Disaster
- Emergency closing
- Medical/family emergency
- Seasonal program closing
- Other

Detailed Explanation: (please provide attachment if needed)

* Requests will be approved on a case-by-case basis for up to a maximum of 90 days and for no more than one occurrence within any 12 month period. Olanda.lewis@fssa.in.gov