Exception Request

Organizations requesting an exception to Section 4.1.4. of the solicitation and seeking approval to require action steps of participants to access grant funded goods or services are to submit the following request in writing to family.advocacy.unit@tn.gov. Written approval from the Family Advocacy Unit (FAU) is required prior to delivering services that deviate from the executed contract. Organizations will be notified of FAU's decision to approve or deny the exception request within 5 business days of receipt. Exception requests submitted without signature and all information below will be deemed incomplete, and the request will be denied. More information may be requested by the FAU before a decision is made.

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<u>Contra</u>	<u>ct #:</u>	
Organization:		
1.	Why is your organization requesting an exception?	
2.	How does an exception to section 4.1.4. of the solicitation support your contract goals, objectives, and activities?	
3.	If your organization is requesting an exception to require clients to attend classes or participate in programs to obtain grant-funded goods and services, please provide the following information:	

Name of <u>all</u> trainings offered (if applicable)

•	Time and location of classes or programs including the start and end time.
•	How your organization is making classes/programs accessible to accommodate childcare needs, work, and family conflicts, etc.
•	Instructor requirements/qualifications
•	Participant or group rules and requirements
•	Brief description of curriculum or program