Tennessee Department of Human Services

Recreational Exemption Request Checklist

Request date:

Exemption Program: Recreational

Program Name:

Primary Contact: Alternate Contact:

- ☐ Valid contact phone number and e-mail
- ☐ The physical address of the program
- ☐ The sole or primary purpose of the program or activity is to provide recreational services (organized sports or crafts activities).
  - ☐ Detailed description of program or activity provided
- ☐ The majority of program staff responsible for the direct delivery of services possesses specialized qualifications that are directly related to the recreational services being offered.
  - ☐ Documentation provided to support staff qualifications
- ☐ At least seventy-five percent (75%) of any individual child's program time is spent engaging in the recreational activities that are reasonably age appropriate for the type of activity and the ages served.
  - ☐ Detailed daily routine schedule is attached.
  - ☐ Days program will operate
  - ☐ Hours of operation
  - ☐ Ages of children served
- ☐ Supervision or care of children, or other types of child care-related services, is incidental to its overall purpose; **and**
- ☐ No individual child could participate in the program or activity:
  - ☐ No more than seven (7) hours per day; **or**
  - ☐ If a child participates for more than seven (7) hours per day, such child cannot continue to participate for more than seven (7) consecutive weeks and for no more than one hundred twenty (120) days per calendar year.
- ☐ Records and forms will be made available during regular business hours to the commissioner or commissioner's designee.
- ☐ Per 71-3-503.(e), the request is notarized.

Additional information to support your program's exemption request:

- ☐ The number of participants anticipated
- ☐ Copy of registration form and/or website for registration
- ☐ Flyers/brochures/advertisements
- ☐ Parent hand-outs
- ☐ Social media page(s)