

# INSTRUCTIONS ON HOW TO REQUEST CHILD NUTRITION PROGRAM WAIVERS

- The Child Nutrition Management System (CNMS) has been updated to include all waiver information.
- SFAs can now indicate in CNMS which waivers they are electing to use.
- In order to access the waiver information, you must first log into CNMS.

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**NYS ED .gov** New York State EDUCATION DEPARTMENT CHILD NUTRITION KNOWLEDGE CENTER

**CNMS** CHILD NUTRITION Management System Log In

Home Programs Farm to School Administrative Review Procurement Management Companies Civil Rights Training Search

**Upcoming Events**

2020 Produce Safety University Summer Series  
08/11/2020 - 2:00pm to 4:00pm  
08/18/2020 - 2:00pm to 4:00pm  
08/25/2020 - 2:00pm to 4:00pm

Child Nutrition Waivers for the 2020-2021 School Year  
08/13/2020 - 2:00pm to 3:30pm

[MORE INFORMATION](#)

ONCE LOGGED IN, SELECT SFA ANNUAL INFORMATION.

## School Food Authority General Information

SFA Annual Information



**School Food Authority:**

**LEA Code:**

**Payee Name:**

**Agency Type:**

**Team:**

**Contact:**

**County:**

**Public School**

Team 6

katie Kovage

Montgomery

# Select Year for SFA Annual Information

School Year	Renewal Date
<a href="#">2020-21</a>	
<a href="#">2019-20</a>	08/12/19
<a href="#">2018-19</a>	07/19/18
<a href="#">2017-18</a>	09/18/17
<a href="#">2016-17</a>	07/29/16
<a href="#">2015-16</a>	07/29/15



NEXT, CLICK ON THE “2020-21” SCHOOL YEAR.

# REVIEW WAIVERS

- Scroll down the page until you find the SFA waiver section.
- Applicable waivers approved under SSO emergency feeding will be listed.
- For all listed waivers, review the information and indicate if each waiver is needed for the 2020-21 school year.
- To review waivers, click on each waiver name.

## SFA Waivers

Waiver Name	Active
<a href="#"><u>Non-congregate meal service</u></a>	N
<a href="#"><u>OVS- Flexibility Senior HS</u></a>	N
<a href="#"><u>Parent/Guardian Meal Pickup Waiver</u></a>	N

**Records 1 to 3 of 3**

**New**

# UPDATING AND ACTIVATING WAIVERS

PROGRAM > CLAIMS > REPORTS > ADMIN > LOG OFF >

## SFA Waivers

Waiver Name: Parent/Guardian Meal Pickup Waiver

Comments - Enter the RAs to which the waiver will be applied: High School from 9:30 am - 11:30 am; Monday - Friday

Details: Food Service staff use a roster to mark off names to ensure that children do not receive duplicate meals

Active:  N  Y  N

Apply to all Recipient Agencies:



- The information listed was rolled from the original waiver application submitted in 19-20.
- Review the rolled information and add/remove any additional pertinent information.
- To indicate if the waiver is applicable for the 20-21 school year, indicate yes or no under "Active."
- This must be done for all waivers.

# INDICATE APPLICABLE RECIPIENT AGENCIES (RA)

- Next, indicate if each individual waiver will be applied to all RAs.
- Start by indicating yes or no under “Apply to all Recipient Agencies.”
- If the waiver will not be applied to each RA, you will need to enter which RAs the waiver will apply to in the “Comments – Enter the RAs to which the waiver will be applied” box.
- When done, click “Update”.
- This needs to be done for all waivers.

The screenshot shows the 'SFA Waivers' form in a web application. At the top, there is a navigation bar with 'PROGRAM', 'CLAIMS', 'REPORTS', 'ADMIN', and 'LOG'. The form title is 'SFA Waivers'. It contains several fields: 'Waiver Name:' with the value 'Parent/Guardian Meal Pickup Waiver'; 'Comments - Enter the RAs to which the waiver will be applied:' with the value 'High School from 9:30 am - 11:30 am; Monday - Friday'; 'Details:' with the value 'Food Service staff use a roster to mark off names to ensure that children do not receive duplicate meals'; 'Active:' with a dropdown menu showing 'Y'; and 'Apply to all Recipient Agencies:' with a dropdown menu showing 'Y'. At the bottom, there are three buttons: 'Update', 'Revert', and 'New'. The 'Update' button is circled in green. A green arrow points from the 'Comments' field to the 'Apply to all Recipient Agencies:' dropdown, and another green arrow points from the 'Apply to all Recipient Agencies:' dropdown to the 'Update' button.

PROGRAM > CLAIMS > REPORTS > ADMIN > LOG >

## SFA Waivers

Waiver Name: Parent/Guardian Meal Pickup Waiver

Comments - Enter the RAs to which the waiver will be applied: High School from 9:30 am - 11:30 am; Monday - Friday

Details: Food Service staff use a roster to mark off names to ensure that children do not receive duplicate meals

Active: Y

Apply to all Recipient Agencies: Y

Update Revert New

# TO ADD ADDITIONAL WAIVERS

## SFA Waivers

Waiver Name	Active
<a href="#">Non-congregate meal service</a>	Y
<a href="#">OVS- Flexibility Senior HS</a>	Y
<a href="#">Parent/Guardian Meal Pickup Waiver</a>	Y

Records 1 to 3 of 3

New

To add additional waivers for the 2020-21 school year, click on “New” under SFA Waivers.

# REQUESTING NEW WAIVERS

## SFA Waivers

Please note that if electing to offer bulk meals, you must also apply for Non-Congregate AND Meal Service Time waivers.

Waiver Name:

▾

- Bulk Meals
- Meal Pattern Waiver
- Meal Service Time Waiver
- Non-congregate meal service
- OVS- Flexibility Senior HS
- On-site Monitoring Requirements
- Parent/Guardian Meal Pickup Waiver

Comments - Enter the RAs to which the waiver will be applied:

Details:

Apply to all Recipient Agencies:

▾

Insert?

Clear

Waiver Name:

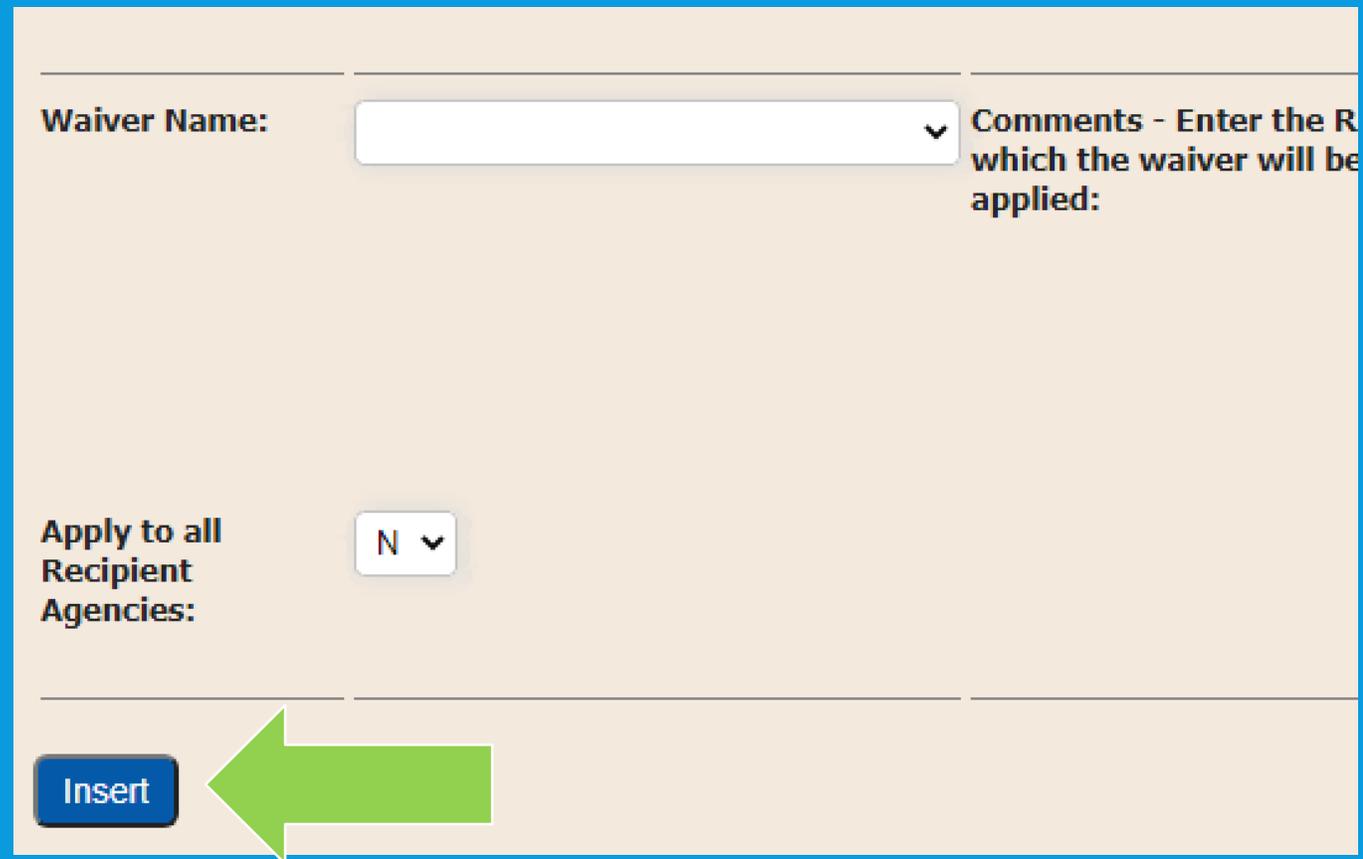
Comments - Enter the RAs to which the waiver will be

Details:

Next, select any additional waivers that you are electing. Again, you will need to indicate if the waiver will be applied to all RAs by selecting yes or no. If no, you will list the applicable RAs in the comments box. In the detail field, you will include why you applied for this waiver. Please be as specific as possible.

# FINISH UP

- Once all waivers and necessary information has been entered, scroll to the bottom of the page and click “Insert”.
- Your Child Nutrition Program (CNP) Representative will receive an email informing them that the SFA as elected to utilize waivers.
- If more information is needed, your CNP rep will reach out. For example, if Bulk Meals is elected, the SFA must also elect the non-congregate and the meal service time waivers. If they weren't, your CNP rep will be in contact.
- If you have any questions, reach out to your CNP rep or [cn@nysed.gov](mailto:cn@nysed.gov).



The screenshot shows a form with the following fields:

- Waiver Name:** A dropdown menu.
- Comments - Enter the R which the waiver will be applied:** A text input field.
- Apply to all Recipient Agencies:** A dropdown menu with the letter 'N' selected.
- Insert:** A blue button at the bottom left, which is highlighted by a large green arrow pointing to it from the right.