INSTRUCTIONS ON HOW TO REQUEST CHILD NUTRITION PROGRAM WAIVERS

- The Child Nutrition Management System (CNMS) has been updated to include available National School Lunch Program (NSLP) and Seamless Summer Option (SSO) USDA COVID-19 related waivers for the 2021-2022 SY
- SFAs will indicate in CNMS which waivers they are electing to use
- In order to access the waiver information, you must first log into CNMS with your username and password
<table>
<thead>
<tr>
<th>Available Waivers for NSLP &amp; SSO</th>
<th>Information to provide in “details” box when electing waiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-congregate Feeding</td>
<td>• Why the waiver is being elected</td>
</tr>
<tr>
<td>Meal Service Times</td>
<td>• Why the waiver is being elected</td>
</tr>
<tr>
<td></td>
<td>• How the waiver will be used</td>
</tr>
<tr>
<td></td>
<td>• Ex: Will breakfast &amp; lunch meals be served at the same time?</td>
</tr>
<tr>
<td>Parent/Guardian Pick Up</td>
<td>• How the SFA will ensure duplicate meals are not provided to any child</td>
</tr>
<tr>
<td></td>
<td>• How the SFA will ensure that meals are distributed only to parents or guardians of children</td>
</tr>
<tr>
<td>Meal Pattern</td>
<td>• The specific meal pattern requirement to be waived</td>
</tr>
<tr>
<td></td>
<td>• Targeted and justified reasoning</td>
</tr>
<tr>
<td>Offer vs Serve Flexibility for High Schools</td>
<td>• Why the waiver is being elected</td>
</tr>
<tr>
<td>On-site Monitoring</td>
<td>• How the SFA will continue to monitor activities of Program operations off-site &amp; ensure compliance with Program requirements</td>
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<tr>
<td>Area Eligibility in Afterschool Snack Program</td>
<td>• Why the waiver is being elected</td>
</tr>
<tr>
<td>LWP Triennial Assessment</td>
<td>• Why the waiver is being elected</td>
</tr>
</tbody>
</table>

- **Note:** SFAs will elect to operate “SSO” when completing the annual renewal
- These instructions refer to all other applicable waivers
ONCE LOGGED IN, SELECT SFA ANNUAL INFORMATION.
Next, click on the “2021-22” school year.
REVIEW WAIVERS

- Scroll down the page until you find the SFA waiver section
- Waivers approved for the SFA under NSLP/SSO in 20-21 SY will be listed here
  - Waivers elected under SFSP will not be listed
- For all previously approved waivers, review the information and indicate if each waiver is still needed for the 2021-22 SY
  - To review waivers, click on each waiver name
- To elect a new waiver for the 2021-2022 SY, click new
UPDATING AND ACTIVATING PREVIOUSLY APPROVED WAIVERS

- The information displayed was rolled from the previous school year.
- Review the comments & details box for each waiver. Add additional information as necessary and/or remove information not relevant to 2021-2022 SY.
- To indicate if you have elected the waiver for the 2021-2022 SY, indicate “yes” or “no” under “Active.”
- Repeat this step for all waivers listed under your SFA.
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 is not applied to each RA, the SFA will need to enter in the “Comments Section” which RAs the waiver will apply to in the “applied” box
- When done, click “Update”.
- Note: This needs to be done for all waivers
TO ADD ADDITIONAL WAIVERS

To add additional waivers for the 2021-22 school year:

Click on “New” under SFA Waivers.
REQUESTING NEW WAIVERS

Next, select any additional waivers as applicable for 2021-2022 SY. Multiple waivers can be entered at the same time on this screen.

Indicate “yes” to apply the waiver to all RAs or list the individual RA names in the comments box section.

The “detail” field, include the reason for this waiver and be as specific as possible. See the slide above for the details that should be included.
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 has elected to utilize waivers

- If more information is needed, your CNP rep will reach out. If you have any questions, reach out to your CN rep or email at cn@nysed.gov