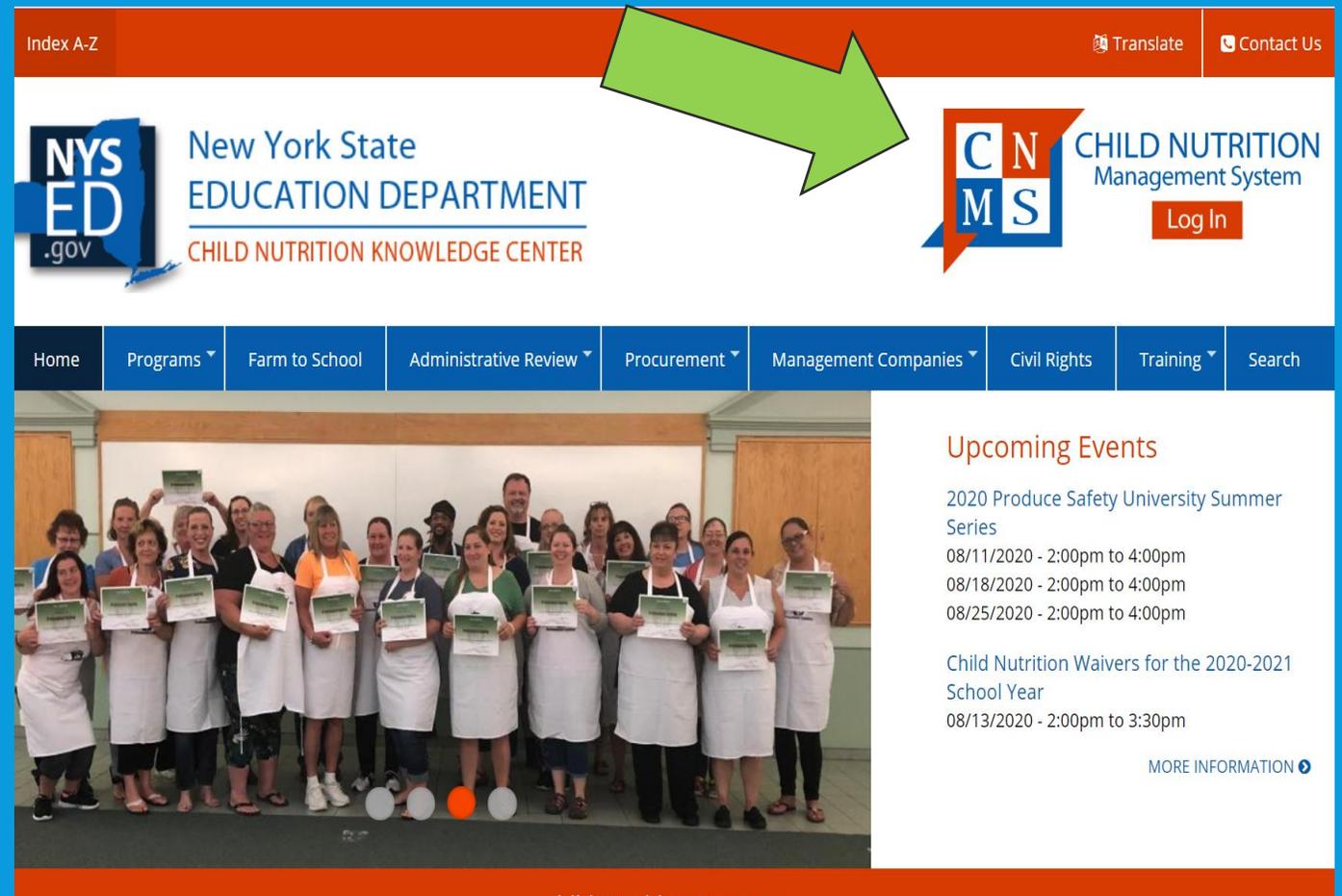


INSTRUCTIONS ON HOW TO REQUEST CHILD NUTRITION PROGRAM WAIVERS

- 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



The screenshot shows the website for the New York State Education Department's Child Nutrition Knowledge Center. The top navigation bar includes links for 'Index A-Z', 'Translate', and 'Contact Us'. The main header features the NYS ED .gov logo, the text 'New York State EDUCATION DEPARTMENT CHILD NUTRITION KNOWLEDGE CENTER', and the CNMS logo with a 'Log In' button. A green arrow points from the top navigation bar to the 'Log In' button. Below the header is a secondary navigation bar with links for 'Home', 'Programs', 'Farm to School', 'Administrative Review', 'Procurement', 'Management Companies', 'Civil Rights', 'Training', and 'Search'. The main content area is divided into two sections: a large photograph of a group of people in white aprons holding certificates, and a 'Upcoming Events' section. The 'Upcoming Events' section lists three 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) and 'Child Nutrition Waivers for the 2020-2021 School Year' (08/13/2020 - 2:00pm to 3:30pm). A 'MORE INFORMATION' link is located at the bottom right of the events section.

Index A-Z Translate Contact Us

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](#)

Available Waivers for NSLP & SSO

Information to provide in “details” box when electing waiver

Non-congregate Feeding	<ul style="list-style-type: none"> Why the waiver is being elected
Meal Service Times	<ul style="list-style-type: none"> Why the waiver is being elected How the waiver will be used <ul style="list-style-type: none"> Ex: Will breakfast & lunch meals be served at the same time?
Parent/Guardian Pick Up	<ul style="list-style-type: none"> How the SFA will ensure duplicate meals are not provided to any child How the SFA will ensure that meals are distributed only to parents or guardians of children
Meal Pattern <ul style="list-style-type: none"> <i>This waiver is only available for specific meal pattern requirements. See waiver details before applying.</i> 	<ul style="list-style-type: none"> The specific meal pattern requirement to be waived Targeted and justified reasoning
Offer vs Serve Flexibility for High Schools	<ul style="list-style-type: none"> Why the waiver is being elected
On-site Monitoring	<ul style="list-style-type: none"> How the SFA will continue to monitor activities of Program operations off-site & ensure compliance with Program requirements
Area Eligibility in Afterschool Snack Program	<ul style="list-style-type: none"> Why the waiver is being elected
LWP Triennial Assessment	<ul style="list-style-type: none"> Why the waiver is being elected

DETAILS THAT MUST BE PROVIDED WHEN ELECTING WAIVERS

- 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.

School Food Authority General Information

SFA Annual Information



School Food Authority:

LEA Code:

Payee Name:

Agency Type:

Team:

Contact:

County:

District:

Select Year for SFA Annual Information

School Year	Renewal Date
2021-22	
2020-21	06/26/20
2019-20	09/24/19
2018-19	10/12/18
2017-18	10/05/17
2016-17	09/02/16
2015-16	09/02/15
2014-15	08/12/14
2013-14	05/13/13



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

SFA Waivers

Waiver Name	Active
Meal Service Time Waiver	Y
Non-congregate meal service	Y
On-site Monitoring Requirements	Y
Parent/Guardian Meal Pickup Waiver	Y

Records 1 to 4 of 4

New

[Recipient Operations](#)

UPDATING AND ACTIVATING PREVIOUSLY APPROVED 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: Y N



- 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

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 includes fields for 'Waiver Name' (set to 'Parent/Guardian Meal Pickup Waiver'), 'Comments' (with a green arrow pointing to a text area containing 'High School from 9:30 am - 11:30 am; Monday - Friday'), and 'Details' (with a green arrow pointing to a text area containing 'Food Service staff use a roster to mark off names to ensure that children do not receive duplicate meals'). There are also 'Active' and 'Apply to all Recipient Agencies' dropdown menus, both with green arrows pointing to them. At the bottom, there are 'Update', 'Revert', and 'New' buttons, with the 'Update' button circled in green.

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
N

Update Revert New

TO ADD ADDITIONAL WAIVERS

SFA Waivers

Waiver Name	Active
Meal Service Time Waiver	Y
Non-congregate meal service	Y
On-site Monitoring Requirements	Y
Parent/Guardian Meal Pickup Waiver	Y

Records 1 to 4 of 4

New



[Recipient Operations](#)

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

Click on “New” under SFA Waivers.

REQUESTING NEW WAIVERS

SFA Waivers

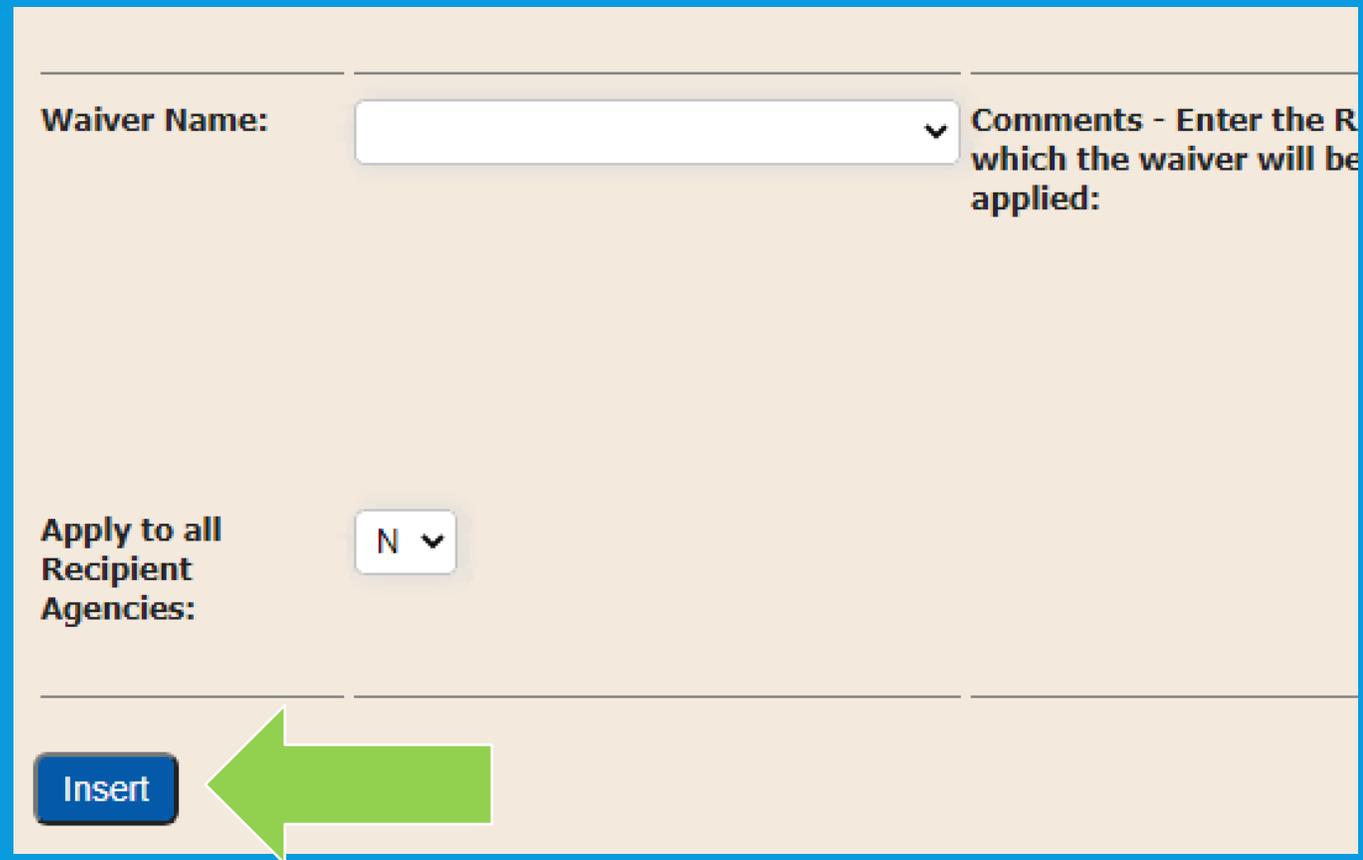
Please note that if electing to offer bulk meals, you must also apply for Non-Congregate AND Meal Service Time waivers.

Waiver Name:	<input type="text" value="Bulk Meals"/>	Comments - Enter the RAs to which the waiver will be applied:	<input type="text"/>	Details:	<input type="text"/>
Apply to all Recipient Agencies:	<input type="text" value="N"/>			Insert?	<input type="button" value="Clear"/>
Waiver Name:	<input type="text"/>	Comments - Enter the RAs to which the waiver will be	<input type="text"/>	Details:	<input type="text"/>

- 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



The screenshot shows a web form with a light beige background. At the top, there is a horizontal line. Below it, the form is divided into two columns. The left column has the label "Waiver Name:" followed by a white dropdown menu with a small downward arrow. The right column has the label "Comments - Enter the R" followed by "which the waiver will be" and "applied:". Below this, there is another horizontal line. In the left column, there is the label "Apply to all Recipient Agencies:" followed by a white dropdown menu containing the letter "N" and a downward arrow. At the bottom left of the form, there is a blue button with the word "Insert" in white text. A large green arrow points from the right towards the "Insert" button.