INSTRUCTIONS ON HOW TO REQUEST CHILD NUTRITION PROGRAM WAIVERS

- The Child Nutrition Management System (CNMS) has been updated to include the available COVID-19 related waivers for the 2022-2023 SY
- SFAs will indicate in CNMS which waivers they are electing to use
- It is expected that program operators use the flexibilities for only the duration and extent that they are needed
- In order to access the waiver information, you must first log into CNMS with your username and password
### 2022-2023 SY Administrative Waivers

<table>
<thead>
<tr>
<th>Available Waivers</th>
<th>Information to provide in the “details” box when electing waiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Eligibility Carryover</td>
<td>• This waiver has been automatically elected for all SFAs that operated the Seamless Summer Option (SSO) in the 2021-2022 School Year.</td>
</tr>
<tr>
<td></td>
<td>• These SFAs will see this waiver displayed on their 2022-2023 SFA Annual Information screen.</td>
</tr>
<tr>
<td>Paid Lunch Equity (PLE)</td>
<td>• Why the waiver is being elected</td>
</tr>
<tr>
<td>Local School Wellness Policy Triennial Assessment</td>
<td>• Why the waiver is being elected</td>
</tr>
<tr>
<td>Food Service Management Company (FSMC) Contract Duration</td>
<td>• Why the waiver is being elected</td>
</tr>
<tr>
<td>Onsite Monitoring Requirements</td>
<td>• How the SFA will continue to monitor Program activities off-site &amp; ensure compliance with Program requirements</td>
</tr>
</tbody>
</table>

[Click here for details on each waiver](#)
## 2022-2023 SY Operational Waivers

<table>
<thead>
<tr>
<th>Available Waivers</th>
<th>Information to provide in the “details” box when electing waiver</th>
</tr>
</thead>
</table>
| Non-Congregate Meal Service (SBP, NSLP, SMP) | • Why the waiver is being elected  
• The duration the waiver will be used for. Indicate specific dates. |
| Meal Service Times (SBP, NSLP) | • Why the waiver is being elected  
• The duration the waiver will be used for. Indicate specific dates. |
| Offer versus Serve at HS (NSLP) | • Why the waiver is being elected  
• The duration the waiver will be used for. Indicate specific dates.  
• 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 eligible children |
| Parent Guardian Meal Pick-Up (SBP, NSLP, SMP) | • Why the waiver is being elected  
• The duration the waiver will be used for. Indicate specific dates.  
• 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 eligible children |
| FFVP Alternate Site | • Why the waiver is being elected  
• The duration the waiver will be used for. Indicate specific dates.  
• The alternate FFVP location |
| FFVP Parent Guardian Pick Up | • Why the waiver is being elected  
• The duration the waiver will be used for. Indicate specific dates. |

**CLICK HERE FOR DETAILS ON EACH WAIVER**

**FLEXIBILITIES UNDER THESE WAIVERS SHOULD ONLY BE IMPLEMENTED BY PROGRAM OPERATORS WHEN CONGREGATE MEAL SERVICE IS LIMITED BY THE COVID-19 PANDEMIC**
ONCE LOGGED INTO CNMS, SELECT SFA ANNUAL INFORMATION
Next, click on the “2022-23” school year.
TO ADD WAIVERS
CLICK ON “NEW” UNDER “SFA WAIVERS”

- Previous School Year waivers did not carry over to the 2022-2023 school year
- Elect each waiver at the time the waiver is needed, not in anticipation
REQUESTING NEW WAIVERS

- Select each waivers as applicable for 2022-2023 SY. Multiple waivers can be entered at the same time on this screen.
- Indicate “yes” from the drop down box 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. See the slides above for the details that should be included.

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