

# 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

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

**CNMS** CHILD NUTRITION Management System Log In

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**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](#)

## 2022-2023 SY Administrative Waivers

Available Waivers	Information to provide in the “details” box when electing waiver
Student Eligibility Carryover	<ul style="list-style-type: none"><li>• This waiver has been automatically elected for all SFAs that operated the Seamless Summer Option (SSO) in the 2021-2022 School Year.</li><li>• These SFAs will see this waiver displayed on their 2022-2023 SFA Annual Information screen.</li></ul>
Paid Lunch Equity (PLE)	<ul style="list-style-type: none"><li>• Why the waiver is being elected</li></ul>
Local School Wellness Policy Triennial Assessment	<ul style="list-style-type: none"><li>• Why the waiver is being elected</li></ul>
Food Service Management Company (FSMC) Contract Duration	<ul style="list-style-type: none"><li>• Why the waiver is being elected</li></ul>
Onsite Monitoring Requirements	<ul style="list-style-type: none"><li>• How the SFA will continue to monitor Program activities off-site &amp; ensure compliance with Program requirements</li></ul>

[Click here for details on each waiver](#)

## 2022-2023 SY Operational Waivers

Available Waivers	Information to provide in the “details” box when electing waiver
Non-Congregate Meal Service (SBP, NSLP, SMP)	<ul style="list-style-type: none"> <li>• Why the waiver is being elected</li> <li>• The duration the waiver will be used for. Indicate specific dates.</li> </ul>
Meal Service Times (SBP, NSLP)	
Offer versus Serve at HS (NSLP)	
Parent Guardian Meal Pick-Up (SBP, NSLP, SMP)	<ul style="list-style-type: none"> <li>• Why the waiver is being elected</li> <li>• The duration the waiver will be used for. Indicate specific dates.</li> <li>• How the SFA will ensure duplicate meals are not provided to any child</li> <li>• How the SFA will ensure that meals are distributed only to parents or guardians of eligible children</li> </ul>
FFVP Alternate Site	<ul style="list-style-type: none"> <li>• Why the waiver is being elected</li> <li>• The duration the waiver will be used for. Indicate specific dates.</li> <li>• The alternate FFVP location</li> </ul>
FFVP Parent Guardian Pick Up	<ul style="list-style-type: none"> <li>• Why the waiver is being elected</li> <li>• The duration the waiver will be used for. Indicate specific dates.</li> </ul>

[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

## School Food Authority General Information

SFA Annual Information

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**School Food Authority:**

**LEA Code:**

**Payee Name:**

**Agency Type:**

**Team:**

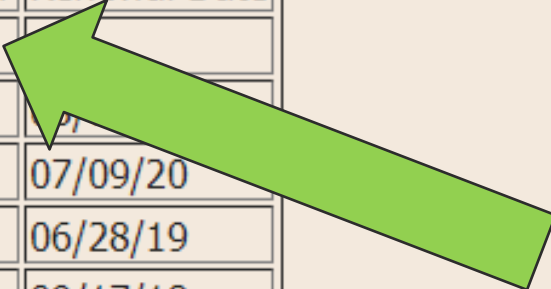
**Contact:**

**County:**

**District:**

## Select Year for SFA Annual Information

School Year	Renewal Date
<a href="#">2022-23</a>	
<a href="#">2021-22</a>	
<a href="#">2020-21</a>	07/09/20
<a href="#">2019-20</a>	06/28/19
<a href="#">2018-19</a>	09/17/18
<a href="#">2017-18</a>	06/23/17
<a href="#">2016-17</a>	06/24/16
<a href="#">2015-16</a>	10/30/15



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

**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	Comments - Enter the RAs to which the waiver will be applied	Details	Apply to all Recipient Agencies Insert?
<input type="text" value=""/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>
<input type="text" value="Eligibility Carryover - Prior Year Eligibility"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>
<input type="text" value="FFVP Alternate Site Pickup"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>
<input type="text" value="FFVP Parent Guardian Pickup"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>
<input type="text" value="FSMC Contract Duration"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>
<input type="text" value="LWP Triennial Assessment"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>
<input type="text" value="Meal Service Time Waiver"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>
<input type="text" value="Non-congregate meal service"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>
<input type="text" value="OVS - Flexibility Senior HS"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>
<input type="text" value="Paid Lunch Equity"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>
<input type="text" value="Parent/Guardian Meal Pickup Waiver"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>

- 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

# 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](mailto:cn@nysed.gov)

