



Office of P-20 Education Policy  
 Child Nutrition Program Administration / Summer Food Service Program  
 89 Washington Avenue-375 EBA, Albany, NY 12234-0055  
 Tel (518) 486-1086 Fax (518) 474-9920  
 Web address [www.cn.nysed.gov](http://www.cn.nysed.gov)

## **Request to Waive Unitized Meal Requirement**

A Food Service Management Company (FSMC) that contracts to prepare SFSP meals must provide unitized meals for the SFSP sponsor's site(s) unless the State Education Department (SED) has approved a waiver of the unitized meal requirement. The unitized meal requirement specifies that the meal components (except the milk or juice) must be portioned, packaged, delivered and served as a single unit. Milk or juice, which may be packaged and provided separately, must be served with the meal unit and only such complete meals are reimbursable. The sponsor must request the waiver before advertising for bids (7CFR 225.6(h)(3)).

\_\_\_\_\_ requests a waiver to the unitized meal requirement for contract period  
 \_\_\_\_\_  
 Sponsor Name  
 beginning \_\_\_\_\_.

Please describe:

Meal delivery procedure: \_\_\_\_\_

\_\_\_\_\_

Meal assembly procedure: \_\_\_\_\_

\_\_\_\_\_

Meal serving procedure: \_\_\_\_\_

\_\_\_\_\_

Will Offer versus Serve (OVS) be implemented? ☐ Yes ☐ No

This meal delivery, assembly, and service procedure must be included as a part of the contract between the SFSP sponsor and the vendor.

\_\_\_\_\_  
 Signature of SFSP Authorized Representative

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Vendor's Authorized Representative

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 SED Approval

\_\_\_\_\_  
 Date

SED's approval of this waiver is for the length of the contract and any extension.

This institution is an equal opportunity provider.