

Child Nutrition Waiver Request Form

SFA/Sponsor Name

SFA/Sponsor LEA Code

New Waiver Request

SFA/Sponsor Contact Name

Update to Waiver Previously Submitted

SFA Contact Phone

Has your Program already been approved by SED to operate either the SSO or SFSP during this unintended school closure due to COVID-19? Yes No

If no, you must first apply to operate the SSO or SFSP by submitting the following form:

<http://www.cn.nysed.gov/common/cn/files/covid19ssosfspapp.pdf>.

Please check the applicable boxes below to indicate all waivers you are applying for and provide the required information requested within the requested waiver. Submit the completed waiver to the [CNCOVID mailbox](#).

Should the Child Nutrition office require corrections or additional information to process your requests, you will be contacted by email or by phone. Please note, in accordance with Program reporting requirements, any changes to a program that modifies the information provided on this form requires submission of a new form for approval of the changes made to the program.

Waiver determinations will be sent by e-mail from the CNCOVID mailbox.

Meal Pattern Waiver

Waives specific meal pattern requirements as needed to support access to nutritious meals when certain foods are not available during the public health emergency due to COVID-19. Only requests that are targeted and justified based upon disruptions to the availability of food products resulting from unprecedented impacts of COVID-19 will be approved.

Check here if you are applying this waiver to all active Recipient Agencies (RA) or SFSP Sites. If you are not applying the meal pattern flexibility waiver to all current operating locations, list the RA(s) or SFSP Site(s) Name(s) and LEA Code(s) that your program is requesting the waiver for.

Describe in detail the meal pattern flexibilities that your program is seeking to implement, the dates(s) each meal pattern flexibility will begin, estimated duration needed for each flexibility and why your program will not be able to meet meal pattern requirements.

Meal Pattern Waiver (continued)

List the components/items your program is requesting to serve in non-unitized or bulk quantities. Explain how you will ensure bulk quantities still meet the portion sizes required for each meal served. Indicate specifically why your program will not be able to serve unitized meals (e.g. serving in bulk quantities to promote social distancing during the pandemic) and your method(s) for distributing these meals.

Afterschool Activity in the Snack Program Waiver

Waives the requirements to serve afterschool meals and snacks in a structured and supervised environment, with an educational or enrichment activity.

Be advised that the maximum number of meals that Program operators may offer under SSO and SFSP remains the same: up to two meals, or one meal and one snack, per child, per day, in any combination except lunch and supper. Therefore, if you are already serving breakfast and lunch through SSO or the SFSP, or you are not serving a snack meal, this waiver is not applicable.

Meal Service Time Waiver

Waives the requirements under SSO to serve lunch between the hours of 10am and 2pm and to offer breakfast at or near the beginning of the school day. It also waives the requirements under SFSP that: three hours must elapse between the beginning of one meal service and the beginning of another; supper must begin no later than 7 p.m. and may not extend beyond 8 p.m.; and the duration of the meal service limitation to two hours for lunch or supper and one hour for breakfast and snack.

Provide the meal service times of each location where meals are being served.

If meals are being delivered, please provide the delivery start and end times. If using multiple routes, indicate the total number of routes and provide the start and end times of each route.

Parent/Guardian Meal Pick up Waiver

Waives the rule preventing parents and guardians from picking up meals for their children from a set site/location. If your program is using a different delivery method, such as a delivery route or door delivery, this waiver is not required.

Parent/Guardian Meal Pick up Waiver (continued)

List the locations where a parent/guardian is permitted to pick up meals.

Describe your program's process to ensure that meals are distributed only to parents or guardians of children, and that duplicate meals are not distributed to any child.

On-site Monitoring Requirements in the SFSP Waiver

Waives onsite SFSP monitoring requirements. This waiver only applies to SFAs and Sponsors operating the SFSP during this unanticipated school closure. This is not applicable to SFAs operating SSO.

Describe your plan to continue monitoring activities of Program operations off-site (e.g. reviewing paperwork, such as meals counts and production records, daily to ensure accuracy).

Area Eligibility Waiver

Waives the area eligibility requirement and allows any approved SFSP or SSO sponsors to provide meals to all children at any State Agency approved distribution location.

List each distribution location (school building/site) that is not in an area where at least 50% of the children have been determined eligible for free or reduced-price school meals. Describe how non-area eligible meal sites are targeted to benefit children who were previously eligible or newly eligible for program benefits due to the economic impacts of COVID-19.

I understand that if our SFA/Sponsor makes any changes to the aforementioned information, we will need to submit a new form in accordance with Program reporting requirements.

Name of SFA/Sponsor Representative

Title of SFA/Sponsor Representative

Date