Child and Adult Care Food Program

Waiver Request Instructions
Fiscal Year 2022 and Fiscal Year 2023

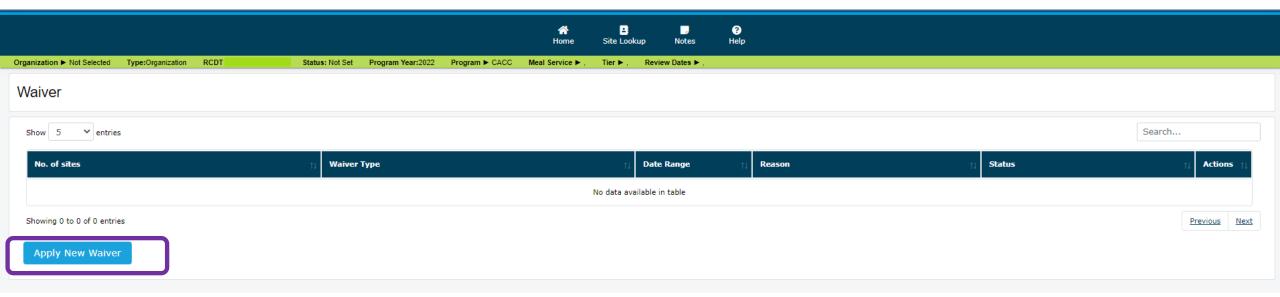


CACFP-Waiver Link- Sponsor Tasks

To access FY 2022 and FY2023 Waivers, use the link located on the Sponsor Tasks tab **Sponsor Lookup** Name / RCDT / City / Address / Zip Program Program Year Child and Adult Care Center Food Program V 2022 🕶 44063028P00 Search Sponsor Tasks **Sponsor Applications & Participation** Site Applications Claims & Monitoring **Sponsor Info** Administrative Tasks Sponsor Tasks Site Application Tasks **Batch Daily Meal Counts Enroll Site In New Program Batch Participation Detail Edit Site Questionnaire Batch Site Questionnaire Edit Program Participation Batch Site Participation Edit Participation Detail** Add New Site Deactivate/Re-activate Site(s) Track SD Process **Deactivate Sponsor Review Citation Responses** Waivers



CACFP Waiver- Apply New Waiver





CACFP Waiver- Select Waiver

- Waivers should only be requested when circumstances require flexibilities to continue program operation.
- Waivers may be approved for a maximum of a two-week time period unless indicated.
- If extension of waiver is needed a new request must be submitted and approved by ISBE program staff.





CACFP Waiver- Justification and Date Range

- Provide reason(s) for requesting waivers selected, ISBE program staff will review and approve or deny waivers based on justification for requests. Request waivers only when circumstance require flexibilities to continue program operation, not in anticipation of future circumstances.
- Select the start and end date for waiver flexibilities and waivers may be requested/approved for a maximum
 of a two-week time period unless indicated.
- If an approved waiver is needed beyond the approved time period, a new request <u>must</u> be submitted and approved by ISBE program staff.

Add date range for requested waiver:

Effective Date

MM/DD/YYYY

MM/DD/YYYY

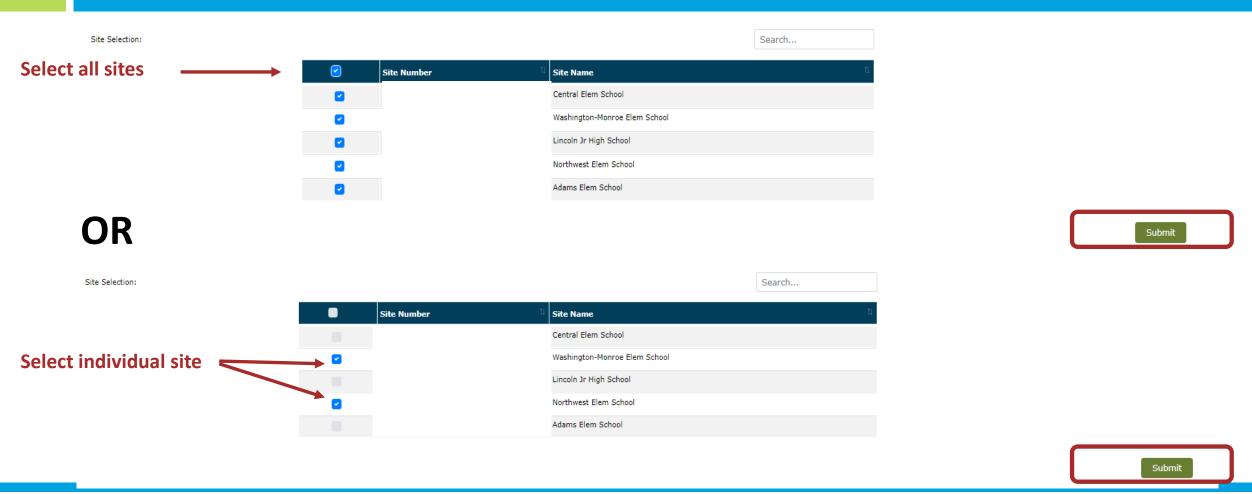
MM/DD/YYYY

MM/DD/YYYY

Date range selected must be within the approved operational timeline



Waiver- Select Approved Site(s) and Submit





Waiver Summary Link and Status





Waiver Type and Site Summary

Summary of all waivers requested by site Show 10 ventries Site Number 11 Site Name 11 Waiver Type 12 Status 11 CACFP Waiver 4: Sponsoring Organization Onsite Monitoring Visits Previous 1 Next

Close



Waiver Approval/Denial Notification

Waivers requested by sponsors will remain pending until ISBE staff reviews and approves or denies waiver request(s). Once ISBE staff has reviewed and approved a waiver the approval letters will be generated overnight and be available in WINS under the paperclip with all other attachments and approvals.



CACFP Assistance

For additional questions and guidance please email cnp@isbe.net or call us at 217-782-2491

Thank you!

