

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: 44063028P00

Program: Child and Adult Care Center Food Program

Program Year: 2022

Search

Sponsor Tasks | Sponsor Applications & Participation | Site Applications | Claims & Monitoring | Sponsor Info

Administrative Tasks

Sponsor Tasks	Site Application Tasks
<ul style="list-style-type: none">Batch Daily Meal CountsBatch Participation DetailBatch Site QuestionnaireBatch Site Participation+ Add New Sitex Deactivate/Re-activate Site(s)▲ Track SD Processx Deactivate Sponsor▲ Review Citation Responses☰ Waivers	<ul style="list-style-type: none">✍ Enroll Site In New Program✍ Edit Site Questionnaire✍ Edit Program Participation✍ Edit Participation Detail



CACFP Waiver- Apply New Waiver

Home Site Lookup Notes Help

Organization ▶ Not Selected Type:Organization RCDT Status: Not Set Program Year:2022 Program ▶ CACC Meal Service ▶ Tier ▶ Review Dates ▶

Waiver

Show 5 entries

No. of sites	Waiver Type	Date Range	Reason	Status	Actions
No data available in table					

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

[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.**

Waiver Type:

Search...

Select waiver needed



	Waiver Type	
<input checked="" type="checkbox"/>	CACFP Waiver 1: Non-Congregate Meal Service - ⓘ	
<input checked="" type="checkbox"/>	CACFP Waiver 2: Parent/Guardian Meal Pickup - ⓘ	
<input checked="" type="checkbox"/>	CACFP Waiver 3: Meal Service Times - ⓘ	
<input type="checkbox"/>	CACFP Waiver 4: Sponsoring Organization Onsite Monitoring Visits - ⓘ	



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 must be submitted and approved by ISBE program staff.

Requesting waiver due to (Reason):

Provide reason(s) for the requested waiver(s)

Add date range for requested waiver:

Effective Date

End Date

MM/DD/YYYY

MM/DD/YYYY

Date range selected must be within the approved operational timeline



Waiver- Select Approved Site(s) and Submit

Site Selection:

Search...

Select all sites



<input checked="" type="checkbox"/>	Site Number	Site Name
<input checked="" type="checkbox"/>		Central Elem School
<input checked="" type="checkbox"/>		Washington-Monroe Elem School
<input checked="" type="checkbox"/>		Lincoln Jr High School
<input checked="" type="checkbox"/>		Northwest Elem School
<input checked="" type="checkbox"/>		Adams Elem School

OR

Site Selection:

Search...

Select individual site



<input type="checkbox"/>	Site Number	Site Name
<input type="checkbox"/>		Central Elem School
<input checked="" type="checkbox"/>		Washington-Monroe Elem School
<input type="checkbox"/>		Lincoln Jr High School
<input checked="" type="checkbox"/>		Northwest Elem School
<input type="checkbox"/>		Adams Elem School

Submit

Submit



Waiver Summary Link and Status

Number of Site requesting waiver link to list waiver(s)

Waiver Status

Waiver

Show 5 entries

Search...

No. of sites	Waiver Type	Date Range	Reason	Status	Actions
1	CACFP Waiver 1: Non-Congregate Meal Service, CACFP Waiver 2: Parent/Guardian Meal Pickup, CACFP Waiver 3: Meal Service Times	07/11/2022 - 07/15/2022	Provide reason(s) for the requested waiver(s)	Pending	

Showing 1 to 1 of 1 entries

Previous 1 Next

Waiver Type and Site Summary

View Selected Waiver Types And Sites



Summary of all waivers requested by site

Show entries

Site Number	Site Name	Waiver Type	Status
		CACFP Waiver 4: Sponsoring Organization Onsite Monitoring Visits	Approved

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 !

