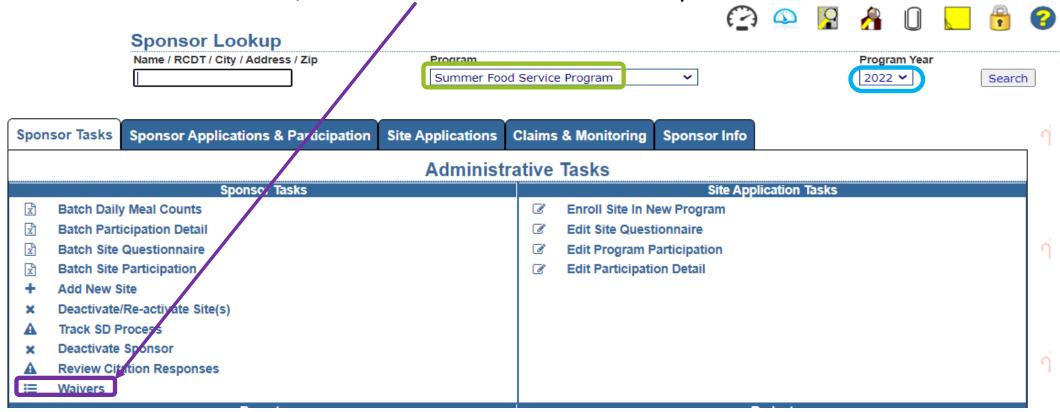
Summer Food Service Program

Waiver Request Instructions
Summer 2022



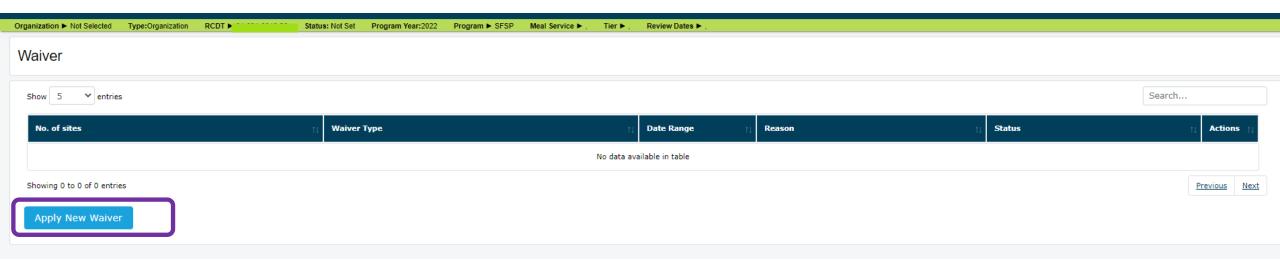
SFSP Waiver Link- Sponsor Tasks

To access Summer 2022 Waivers, use the link located on the Sponsor Tasks tab





SFAP Waiver- Apply New Waiver





SFSP Waiver- Select Waiver

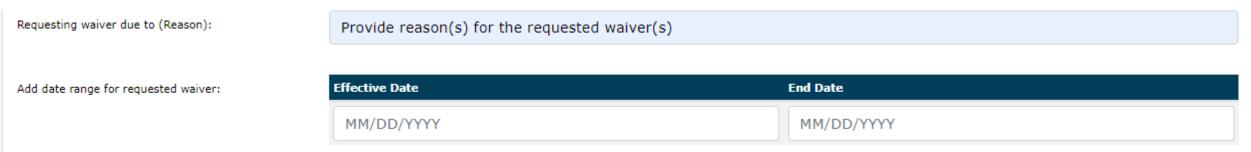
- Waivers should only be requested when circumstances require flexibilities to continue program operation.
- Waivers may be approved for a maximum of a two-week time period unless indicated.
- If extension of waiver is needed a new request must be submitted and approved by ISBE program staff.





SNP Waiver- Justification and Date Range

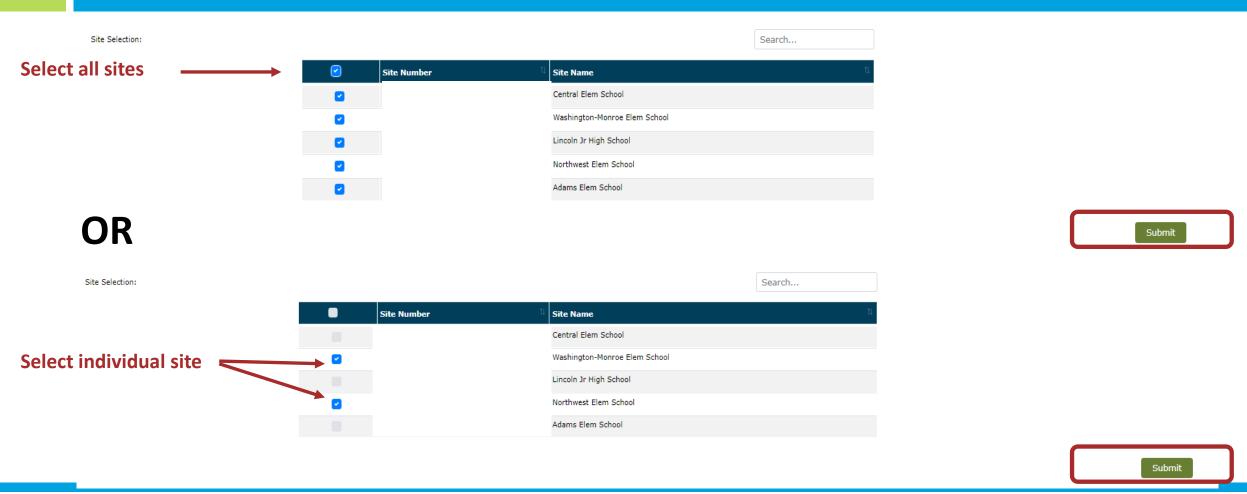
- Provide reason(s) for requesting waivers selected, ISBE program staff will review and approve or deny waivers based on justification for requests. Request waivers only when circumstance require flexibilities to continue program operation, not in anticipation of future circumstances.
- Select the start 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.



Date range selected must be within the approved operational timeline

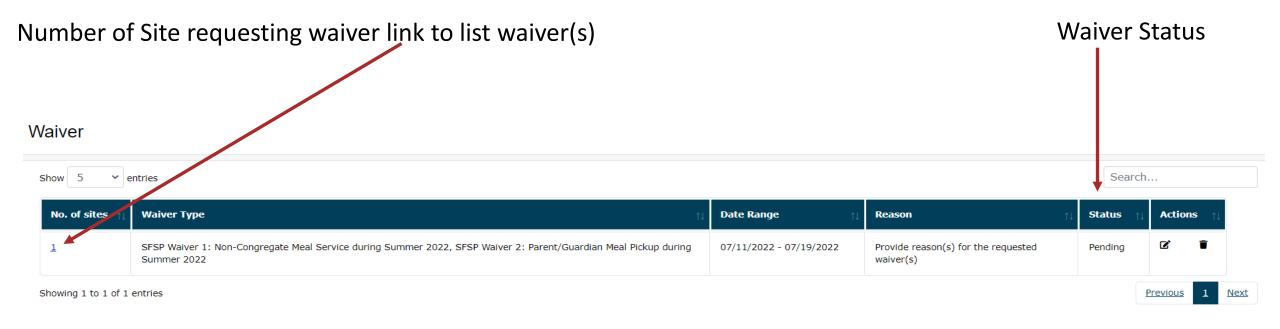


Waiver- Select Site(s) and Submit





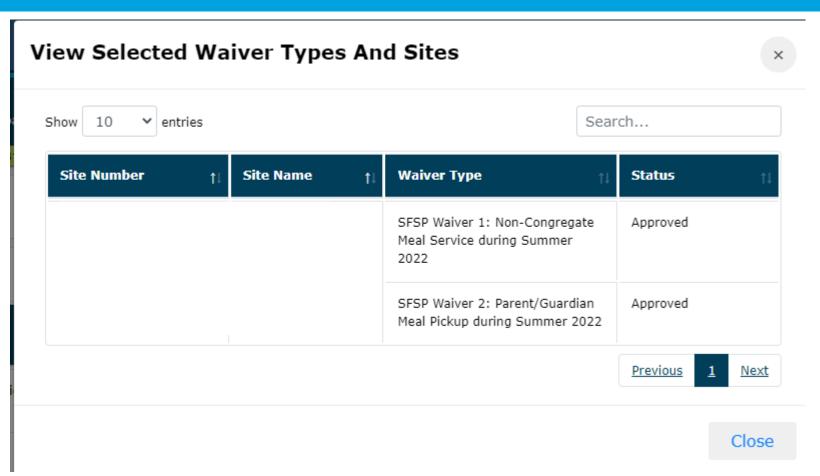
SFSP-Waiver Summary Link and Status





SFSP-Waiver Type and Site Summary

Summary of all waivers requested by site





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.



SFSP Assistance

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

Thank you!

