

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

Sponsor Lookup

Name / RCDT / City / Address / Zip

Program

Program Year

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 ProgramEdit Site QuestionnaireEdit Program ParticipationEdit Participation Detail



SFAP Waiver- Apply New Waiver

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

Waiver

Show 5 entries Search...

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

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[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.

Waiver Type:

Select waiver needed



	Waiver Type
<input checked="" type="checkbox"/>	SFSP Waiver 1: Non-Congregate Meal Service during Summer 2022 - ⓘ
<input checked="" type="checkbox"/>	SFSP Waiver 2: Parent/Guardian Meal Pickup during Summer 2022 - ⓘ

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 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 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



SFSP-Waiver Summary Link and Status

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

Waiver Status

Waiver

Show entries

No. of sites	Waiver Type	Date Range	Reason	Status	Actions
1	SFSP Waiver 1: Non-Congregate Meal Service during Summer 2022, SFSP Waiver 2: Parent/Guardian Meal Pickup during Summer 2022	07/11/2022 - 07/19/2022	Provide reason(s) for the requested waiver(s)	Pending	

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SFSP-Waiver Type and Site Summary

Summary of all waivers requested by site

View Selected Waiver Types And Sites ✕

Show entries

Site Number ↑↓	Site Name ↑↓	Waiver Type ↑↓	Status ↑↓
		SFSP Waiver 1: Non-Congregate Meal Service during Summer 2022	Approved
		SFSP Waiver 2: Parent/Guardian Meal Pickup during Summer 2022	Approved

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[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.



SFSP Assistance

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

Thank you !

