

School Nutrition Program

Waiver Request Instructions

Summer 2022

School Year 2022-2023



Waiver Link- Sponsor Tasks

To access Summer and SY 2022-23 Waivers, use the link located on the Sponsor Tasks tab

The screenshot displays the WINS Dashboard interface. At the top, there are navigation icons for home, user profile, notifications, and help. Below these are two dropdown menus: "Program Year: 2023" and "Program: School Nutrition Programs". The main navigation bar includes tabs for "Sponsor Tasks", "Sponsor Applications & Participation", "Site Applications", "Claims & Monitoring", and "Sponsor Info". The "Sponsor Tasks" tab is active, showing a grid of tasks categorized into "Administrative Tasks", "Reports", and "Budget". A purple arrow points to the "Waivers" link in the "Administrative Tasks" section.

Administrative Tasks	
Sponsor Tasks	Site Application Tasks
<ul style="list-style-type: none">Batch Daily Meal CountsBatch Participation DetailBatch Site QuestionnaireBatch Site ParticipationFFVP Application+ Add New SiteReview Citation ResponsesWaivers	<ul style="list-style-type: none">Enroll Site In New ProgramEdit Site QuestionnaireEdit Program ParticipationEdit Participation Detail

Reports	Budget
<ul style="list-style-type: none">DCFS Sponsor/Site ReportDCFS Unassigned Site License VerificationDCFS Licensee ReportDirect CertificationAnnual Financial ReportClaim Data ReportSummary Reports - Applications Submitted for SponsorSummary Reports - Applications Submitted for SitesSummary Reports - List of Sites and Applications Submitted	<ul style="list-style-type: none">Child and Adult Care Center Food Program Budget

SNP Waiver- Apply New Waiver

Home Site Lookup Notes Help

Organization ▶ Not Selected Type:Organization RCDD ▶ Status: Not Set Program Year:2023 Program ▶ SNP 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](#)



SNP 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"/>	NSLP/SBP Waiver 1: Non-Congregate Meal Service - ⓘ	
<input checked="" type="checkbox"/>	NSLP/SBP Waiver 2: Parent/Guardian Meal Pickup - ⓘ	
<input checked="" type="checkbox"/>	NSLP/SBP Waiver 3: Meal Service Times - ⓘ	
<input checked="" type="checkbox"/>	NSLP/SBP Waiver 4: Offer Versus Serve - ⓘ	
<input type="checkbox"/>	NSLP/SBP Waiver 5: Paid Lunch Equity - ⓘ	

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 date for waiver flexibilities and waivers may be requested/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.

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



Waiver- Select Site(s) and Submit

Select all sites



Site Selection:

<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

Select individual site



Site Selection:

<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





Waiver Summary Link and Status

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

Waiver Status

Waiver

Show 5 entries

No. of sites	Waiver Type	Date Range	Reason	Status	Actions
2	NSLP/SBP Waiver 1: Non-Congregate Meal Service, NSLP/SBP Waiver 2: Parent/Guardian Meal Pickup, NSLP/SBP Waiver 3: Meal Service Times	08/16/2022 - 08/30/2022	Written reasons	Pending	 

Showing 1 to 1 of 1 entries

[Apply New Waiver](#) [Previous](#) [1](#) [Next](#)

Waiver Type and Site Summary

View Selected Waiver Types And Sites



Show entries

Site Number	Site Name	Waiver Type	Status
Summary of all waivers requested by site number	Mark Twain Elem School	NSLP/SBP Waiver 1: Non-Congregate Meal Service	Approved
		NSLP/SBP Waiver 2: Parent/Guardian Meal Pickup	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.

