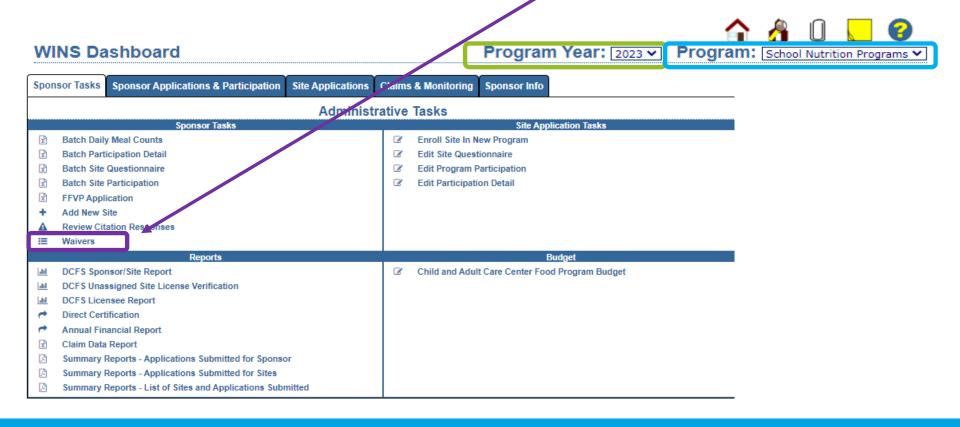
## School Nutrition Program

Waiver Request Instructions
Summer 2022
School Year 2022-2023



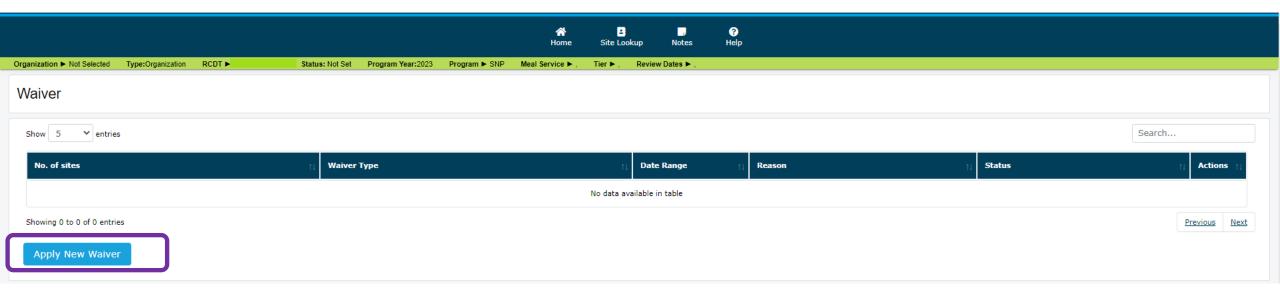
### Waiver Link- Sponsor Tasks

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





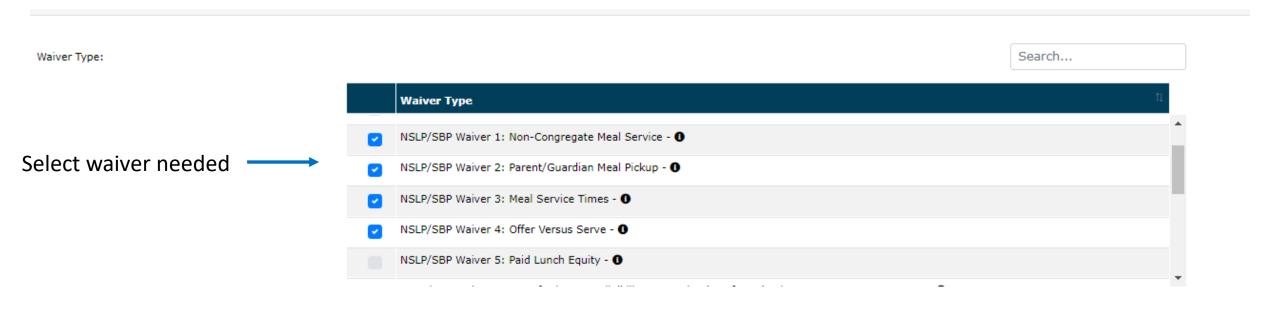
# SNP Waiver- Apply New Waiver





#### 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.





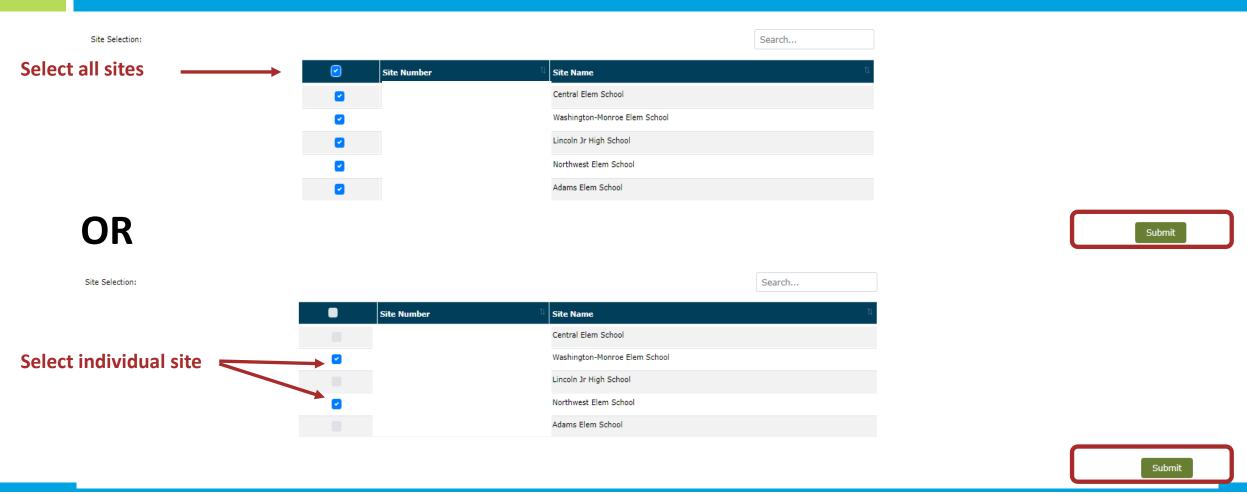
#### SNP Waiver-Justification and Date Range

- 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



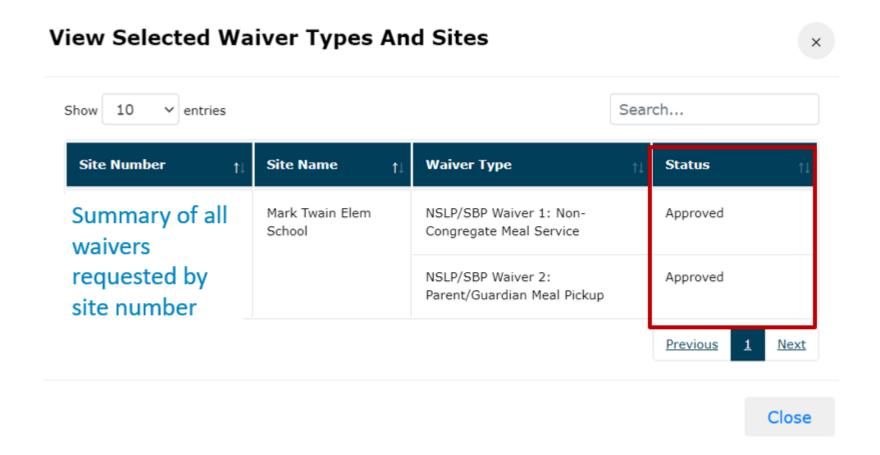


## Waiver Summary Link and Status





## Waiver Type and Site Summary





### 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.

