

Date: May 26, 2020

To: School Food Authorities (SFAs)

Subject: SFS-20-x164 2020 COVID-19 Local School Wellness Policy Triennial Assessment Waiver Submission Through the Child Nutrition Program Website

The intent of this memo is to inform SFAs that election of the Nationwide Waiver of Local School Wellness Policy Triennial Assessments in the National School Lunch and School Breakfast Program is due by **June 30, 2020**. SFAs will need to complete the COVID-19 waivers on the Child Nutrition Program Website, located at <https://cnp.doe.louisiana.gov/> to opt into this waiver. Instructions for completing the COVID-19 online waivers is provided below. **Note that log-in access is required to complete this process.**

1. Click **COVID-19 Waivers** on the program list to access the available waivers.



STATE OF LOUISIANA
CNP
Child Nutrition Programs
Office of Student Programs
Division of Nutrition Support

Louisiana Department of Education
Our Vision: To create a world-class education system for all students in Louisiana
Our Mission: Improve academic performance for all students, eliminate achievement gaps and prepare students to be effective citizens in a global market

Home CACFP School Food Service

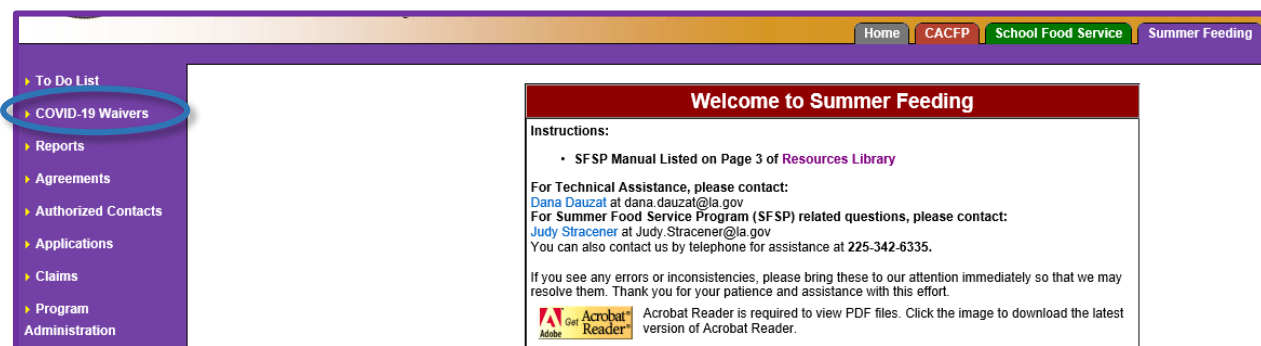
▶ To Do List
▶ **COVID-19 Waivers**
▶ Reports
▶ Agreements
▶ Authorized Contacts
▶ Forms
▶ Claims
▶ Manager Certification
▶ Seamless Waiver
▶ Verification Summary

Welcome to School Food Service Program

Important Notices and Instructions:

- [How to Access Memos, Forms, and Resources Guidance](#)
- [How to Log into the CNP Website and Create and Edit a Sponsor User Guidance](#)
- [How to Disable a Sponsor User and Reset Passwords Guidance](#)
- [How to Complete and Revise SFS Forms Guidance](#)
- [How to Submit SFS Forms Guidance](#)
- [How to Complete the Verification Summary Form Guidance](#)
- [How to Add, Edit, and Delete a Health Inspection Date Guidance](#)
- [How to Add a Meal Denial Guidance](#)
- [How to View Previous SFS Program Year Data Guidance](#)
- [How to Create an Agreement Amendment Guidance](#)
- [How to Create, Submit and Upload Data for a SFS Claim Guidance](#)
- [Menu Certification Manual](#)

For Technical Assistance, please contact:
[Dana Dauzat](mailto:Dana.Dauzat@la.gov) at dana.dauzat@la.gov
For School Food Service (SFS) related questions, please contact:
[Judy Stracener](mailto:Judy.Stracener@la.gov) at Judy.Stracener@la.gov



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Welcome to Summer Feeding

Instructions:

- [SFSP Manual Listed on Page 3 of Resources Library](#)

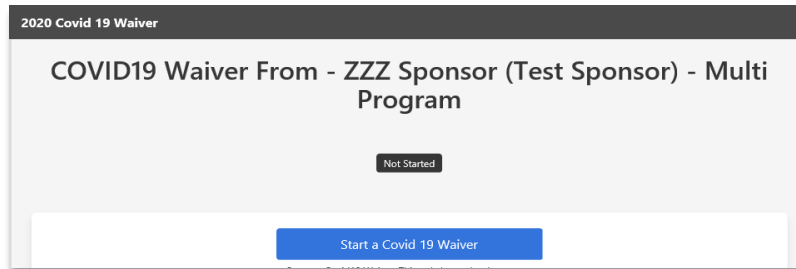
For Technical Assistance, please contact:
[Dana Dauzat](mailto:Dana.Dauzat@la.gov) at dana.dauzat@la.gov
For Summer Food Service Program (SFSP) related questions, please contact:
[Judy Stracener](mailto:Judy.Stracener@la.gov) at Judy.Stracener@la.gov
You can also contact us by telephone for assistance at 225-342-6335.

If you see any errors or inconsistencies, please bring these to our attention immediately so that we may resolve them. Thank you for your patience and assistance with this effort.

 Acrobat Reader is required to view PDF files. Click the image to download the latest version of Acrobat Reader.

2. Accessing the COVID-19 Waivers

- a. Initial waiver submission: If this is the first time a waiver is being submitted click **Start a COVID 19 Waiver.**



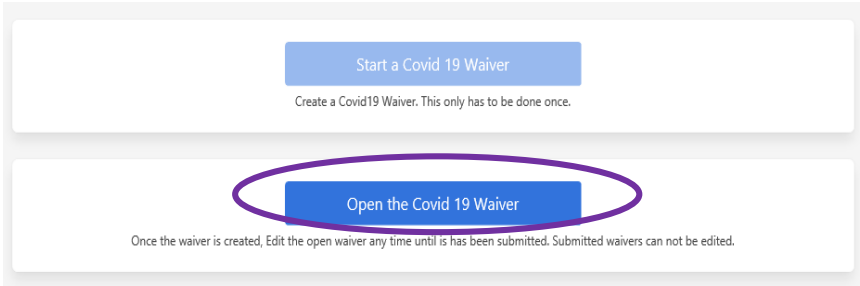
2020 Covid 19 Waiver

COVID19 Waiver From - ZZZ Sponsor (Test Sponsor) - Multi Program

Not Started

Start a Covid 19 Waiver

- b. Previously submitted & approved waivers: If a waiver was previously submitted and approved via the electronic Waiver Request Form, click **Open the COVID 19 Waiver.**



Start a Covid 19 Waiver

Create a Covid19 Waiver. This only has to be done once.

Open the Covid 19 Waiver

Once the waiver is created, Edit the open waiver any time until it has been submitted. Submitted waivers can not be edited.

3. Elect or Decline: Once the waiver screen is open the user should read each waiver carefully and either **Elect** OR **Decline** the use of each waiver from the dropdown list provided. The Meal Pattern Flexibility Waiver and the Parent/Guardian Meal Pickup Waiver require an additional selection if utilized. The user should read and check “I certify” if electing to use either of these waivers

Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children

Effective through June 30, 2020, or until expiration of the federally declared public health emergency, whichever is earlier.

What this waiver means: Children do not have to be present to pick up meals. Program operators must have a plan to ensure accountability and integrity. Requirements at 7 CFR 210.10(a), 220.2 (Breakfast) and 220.8(a), 225.2 (Meals), 225.9(d)(7), and 226.2 (Meals) are waived.

I DO wish to elect the use of this waiver. ▼

☒ I certify I have documented processes to ensure that meals are distributed only to parents and guardians of eligible children (e.g. maintaining student rosters or signed parental consents with student names), and that duplicate meals are not distributed to any child. I understand plans to identify eligible children for the parent/guardian to pick up a meal could include official letter/email/electronic application from school listing children enrolled, individual student report cards, attendance records from parent portal of the school website that include the child names, birth certificates for children not in school, or utilizing student ID cards. By opting into this waiver, I agree to provide meals to all participants in a safe and accessible manner while still maintaining program integrity and accountability.

4. Save and Submit: Once all waivers have been **elected** or **declined** the user will **Save** and **Submit** the COVID-19 waiver request. An error message will appear if all waivers are not addressed and certified where needed. The user will need to address all errors indicated to enable the save and submission button. The COVID-19 Waivers homepage will provide the submission date.
5. Revision of Waivers: If a revision or addition needs to be made the waiver request tab please email Brittany O'Bryan, Brittany.Obryan@la.gov to have the waiver released back for edits.