

GA ATLAS Waiver Request User Guide for CACFP Institutions and SFSP Sponsors

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1.0 ATLAS Waivers Update

1.1 Purpose/Overview

In March 2020, USDA Food and Nutrition Service (FNS) issued a host of available Program-related waivers as authorized by section 2202(a) of the Families First Coronavirus Response Act (the Act) (P.L. 116-127). These waivers were designed to provide meals under Child Nutrition Programs with appropriate safety measures while providing meals during the COVID-19 pandemic. As a result, DECAL immediately began implementing a manual process to receive and process waivers requested by CACFP and SFSP organizations for their meal service. To better streamline the process, a module was incorporated into GA ATLAS whereby CACFP and SFSP organizations can electronically request, track, and monitor each waiver request within their Program application. This guide provides a comprehensive overview of how the waiver module can be accessed and utilized.

1.2 Overall Project Requirements

The USDA Waivers module is available for each Child Nutrition Program (CNP) including:

- Child and Adult Care Food Program (CACFP)
- Summer Food Service Program (SFSP)

To provide flexibility for unknown future waivers and meet the need of current waivers being unpredictable, the module includes maintenance for waivers requested, which includes the organization requesting the wavier, the waiver type(s), for which sites, and for which time-period (month). Each program will also include a dashboard for visualizing participation in the waivers and simplifying the reporting output. Sponsors will complete the USDA Waivers module for each site to accurately reflect participation and be approved by the State Agency.

2.0 ATLAS USDA Waivers Module

2.1 What's New?

GA ATLAS now has a new module to capture waiver requests and submissions online. The **USDA Waiver Module** is located on the Home/Dashboard screen between the *Reviews* and *Additional Forms* modules. The following sections/pages have been added in the *USDA Waivers* module with the corresponding action features.

	USDA Waivers Dashboard (for admin use only)	USDA Waivers List	USDA Waivers Received by Site List	USDA Waivers Requests by Site Detail	USDA Waivers Document Attachments
Action(s)	Detail	Detail	Add View Modify	View Modify Delete	Add an Attachment



2.2 Important Items

- The waiver module is separated into three [3] categories, CACFP, CACFP-DCH, and SFSP.
- DECAL will review and process the request within 15 days. Approval times of request may vary. Institutions/sponsors are encouraged to regularly monitor the system for approval status and updates.
- Additionally, CACFP/SFSP institutions/sponsors must:
 - o complete waiver request for each site separately under the CACFP, CACFP-DCH and SFSP;
 - o answer all questions in the USDA waiver module; the system will prompt an error message if all waiver questions are not completed (no blanks); and
 - o ensure all applicable documents/forms are uploaded when required; and

3.0 How Do I Submit a Waiver Request?

CACFP/SFSP institutions/sponsors interested in utilizing any of the USDA nationwide waivers must request a waiver through GA ATLAS. Available USDA Nationwide Waivers include the following: (Note: The waiver lists below are subject to change.)

CACFP Waivers:

Waiver	Expires
Non-congregate Feeding Waiver – Allow Non-congregated Feeding in the Child Nutrition Programs	6/30/2023
Meal-time Waiver – Waiver of Meals Service Time Restrictions	<mark>6/30/2023</mark>
Parent Pick-up Waiver – Allow Parents and Guardians to Pick up Meals for Children	<mark>6/30/2023</mark>
Area Eligibility for Afterschool Programs <mark>and DCHs</mark> – See Application Specialist for details/approval	FY 2025
Meal Pattern Waiver – Allow Specific and Targeted Meal Pattern Flexibility	Expired
On-site Monitoring Waiver – Allow Sponsors to Conduct On-site Monitoring	06/10/2023
Emergency Shelters Serving Meals and Snacks to Young Adults - See Application Specialist for details/approval	05/11/2023
Milk Flexibility - Allow Meals to be Served without Milk during a Temporary Emergency Period for up to 90 Days due to a Supply Chain Disruption (non-waiver)	<mark>Expired</mark>

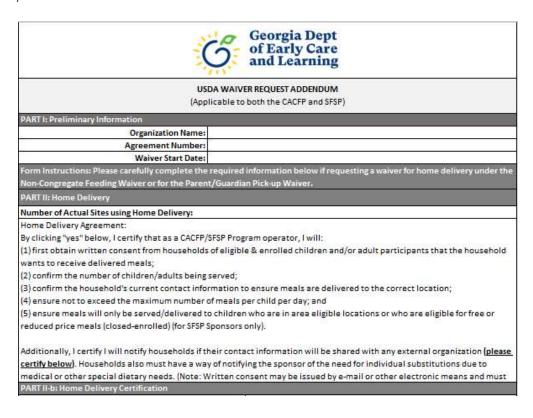
SFSP Waivers:

Waiver	Expires
Non-congregate Feeding Waiver – Allow Non-congregated Feeding in the Child Nutrition Programs	<u>Expired</u>
Meal-time Waiver – Waiver of Meals Service Time Restrictions	<u>Expired</u>
Parent Pick-up Waiver – Allow Parents and Guardians to Pick up Meals for Children	Expired
Allow Area Eligibility for Closed Enrolled Sites	<mark>Expired</mark>
Food Service Management Company (FSMC) Contract Duration	<mark>6/30/2023</mark>
Area Eligibility	FY 2024
Allow Offer Versus Serve Flexibilities	<mark>Expired</mark>
Unanticipated School Closure – select waivers may apply during the school year	04/30/2023



3.1 USDA Waiver Addendum Form for Parent Pick-up and Home Delivery

Institutions/sponsors requesting to use the Non-Congregate Feeding Waiver for <a href="https://www.non-congregate-feeding-waiver-feeding-feedi



3.2 Completing the Waiver Request Module

In the GA ATLAS online application, CACFP/SFSP institutions/sponsors will complete the online waiver participation template located in the **USDA Waivers** section of the application. The module is located between the *Reviews* and *Additional Forms* on the Home or Dashboard screen. The following pages provide step-by-steps instruction on requesting a waiver using GA ATLAS.

USDA Waivers			
	Program		
Detail	CACFP - Centers		
Detail	CACFP - DCH		
Detail	SFSP		

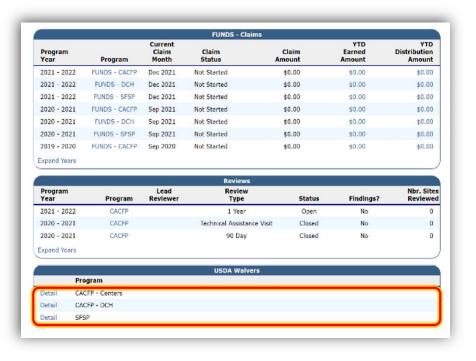


3.2.1 Step-by-Step Instructions for Using the USDA Waivers Module

Login to GA ATLAS
 using your credentials
 (user ID and
 password).



Find the USDA Waivers
 section on the Home
 or Dashboard page
 and select "Detail" for
 the appropriate
 Program: CACFP,
 CACFP-DCH, or SFSP.





3. On the *USDA Waivers List* page, select *Detail*for the *2021-2022*Program year.



4. On the *USDA Waivers Received by Site List* page, select "Add" for the site requesting a waiver.





5. On the USDA Waivers
Requests by Site Detail
page, complete each
question on the
Waiver Participation
Form in its entirety,
including months of
operation.

If the site requesting the wavier, select "Participation in waiver."

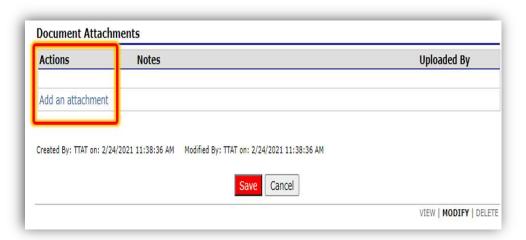
If the site is <u>not</u> requesting the wavier, select "Not Applicable."

Note: CNP operators will receive an error message if all waiver questions are <u>not</u> completed (no blanks).



 Next upload the applicable Waiver Request Form(s) under the *Document* Attachments

Note: The applicable documents must be uploaded (for each waiver question) if the site selected the "Participation in waiver" check box.





7. On the Waiver Site
Attachment Upload
page, select the
"Choose File" radio
button to upload your
document.

Then, select the "Save" radio button.

Note: The applicable documents must be uploaded (for each waiver question) if the site selected the "Participation in waiver" check box.



8. After the Waiver Site File Upload has been processed, select the "Finish" radio button.

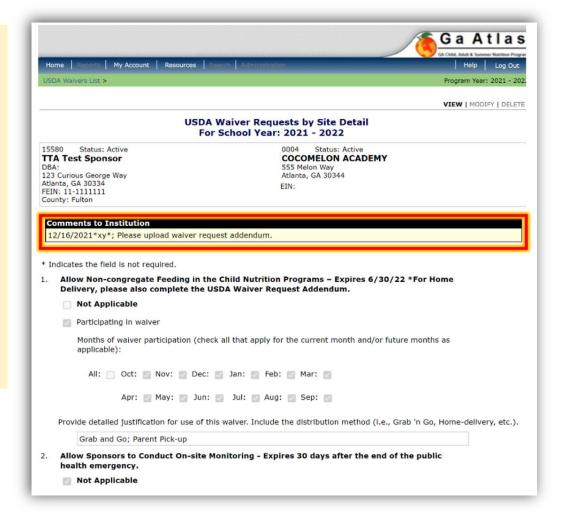




9. Lastly, select the "Save" radio button on the USDA Waivers Requests by Site Detail page to complete and submit the waiver request.



10. Upon receipt of a sponsoring organization's submission, DECAL will review the request and then respond with an Approval, Denial, or the request will be **Returned** for additional information. Please monitor each center's page for a status update under the section, "Comments to *Institution*" on the **USDA Waiver Requests** by Site Detail page.





4.0 Helpful Tips

For organizations with more than 10 sites, consider sending first a small batch of 3-5 waivers to: (2) gain a better understanding of how the submission and approval process works; and (2) to determine if edits or revisions are required prior to approval. The most common errors by institutions and sponsors are:

- Lack of detailed justification for use of the waiver when requested
- Selecting months beyond the waiver's approval date
- Selecting the Parent-Pick Up waiver without uploading the Waiver Addendum to further certify use of the waiver
- Selecting the Non-Congregate Feeding waiver, indicating use of home delivery, but not uploading the Waiver Addendum to further certify use of the waiver
- Failure to upload any other required form of documentation as requested
- Requesting a waiver or flexibility for future use in preparation for any "potential" disruptions to a meal service. Waivers must be requested for an actual event the institution or sponsor is currently experiencing.