

How to Submit a Meal Pattern Waiver

STEP-BY-STEP INSTRUCTION

Revised February 2021

Professional Standards Learning Code: 1110, 1320





Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for **School Food Authorities (SFAs)** and **Summer Food Service Program Sponsors** operating the **National School Lunch Program (NSLP)** or **Summer Food Service Program (SFSP)**. All regulations are specific to operating the NSLP or SFSP under the direction of ADE.

Professional Standards

Information to include when documenting this training for Professional Standards:

Training Title: How to Submit a Meal Pattern Waiver

Key Area: 1000 – Nutrition

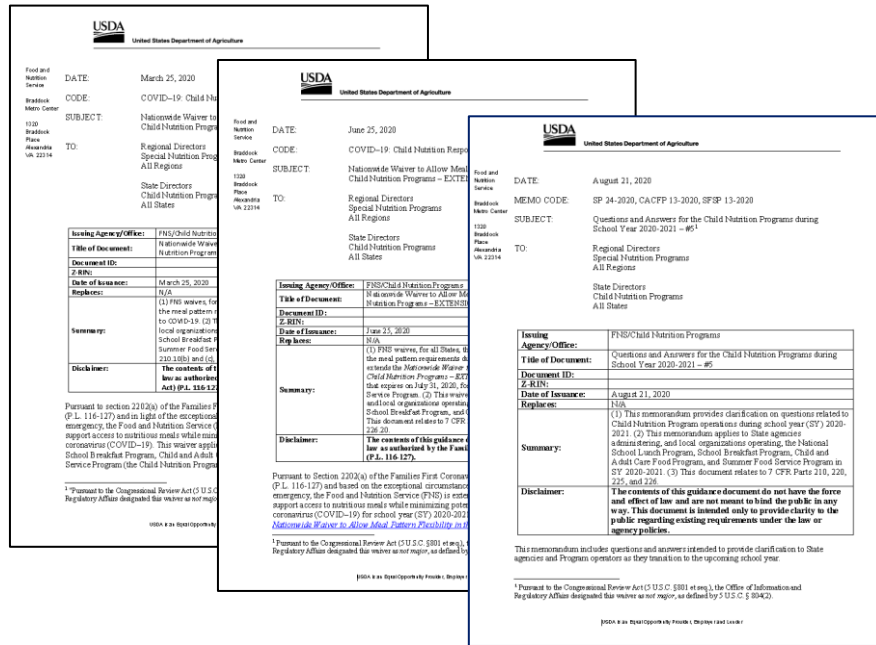
Learning Codes: 1110, 1320

Length: 30 minutes

Objectives

At the end of this training, attendees should be able to:

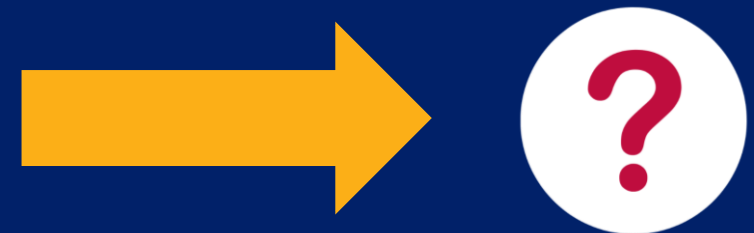
- understand why USDA made waivers available and the purpose of the waivers;
- locate the various waivers and COVID-19 resources on ADE's website;
- know when, why and how often to submit a Meal Pattern Waiver;
- be familiar with some examples of allowable waiver submissions;
- complete and submit ADE's Meal Pattern Waiver; and
- understand what to do after the Meal Pattern Waiver is submitted.



The instruction within this *How-To Guide* is based on guidance from COVID-19: Child Nutrition Response #4, COVID-19: Child Nutrition Response #36, and SP 24-2020 Questions 7 – 12.

It is recommended to review the information on ADE's [COVID-19: Guidance to Child Nutrition Operators](#) webpage for additional help with understanding the guidance in these memorandums.

- Throughout this guide, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- Be sure to review these quiz questions and answers available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be blue like you see on this slide.



How to Submit a Meal Pattern Waiver

This Step-by-Step Instruction will include:

USDA Waivers in Response to COVID-19	Slides 7 – 18
Completing the Meal Pattern Waiver	Slides 19 – 38
Allowable Waiver Submissions	Slides 39 – 49
How to Know if Your Meal Pattern Waiver is Approved	Slides 50 – 54

The following slides will only cover how-to instructions for submitting a Meal Pattern Waiver provided by USDA in response to COVID-19.

USDA Waivers in Response to COVID-19



USDA Waivers in Response to COVID-19

Introduction to USDA COVID-19 Waivers

Due to the public health emergency, the United States Department of Agriculture (USDA) has granted multiple nationwide waivers that apply to different Child Nutrition Programs (CNPs). These waivers were released to ease certain program regulations relating to serving safe meals to students during the pandemic.

These waivers are applicable to the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Care Snack Program (ASCSP), Fresh Fruit and Vegetable Program (FFVP), Summer Food Service Program (SFSP), Seamless Summer Option (SSO), Child and Adult Care Food Program (CACFP), and At-Risk Afterschool Meals (At-Risk).

USDA Waivers in Response to COVID-19

Waiver Timeline and Overview

When the COVID-19 pandemic occurred in March of 2020, USDA released the initial waivers valid under the SFSP and SSO. Since then, additional waivers for all CNPs have been released, including the extension of SFSP/SSO.

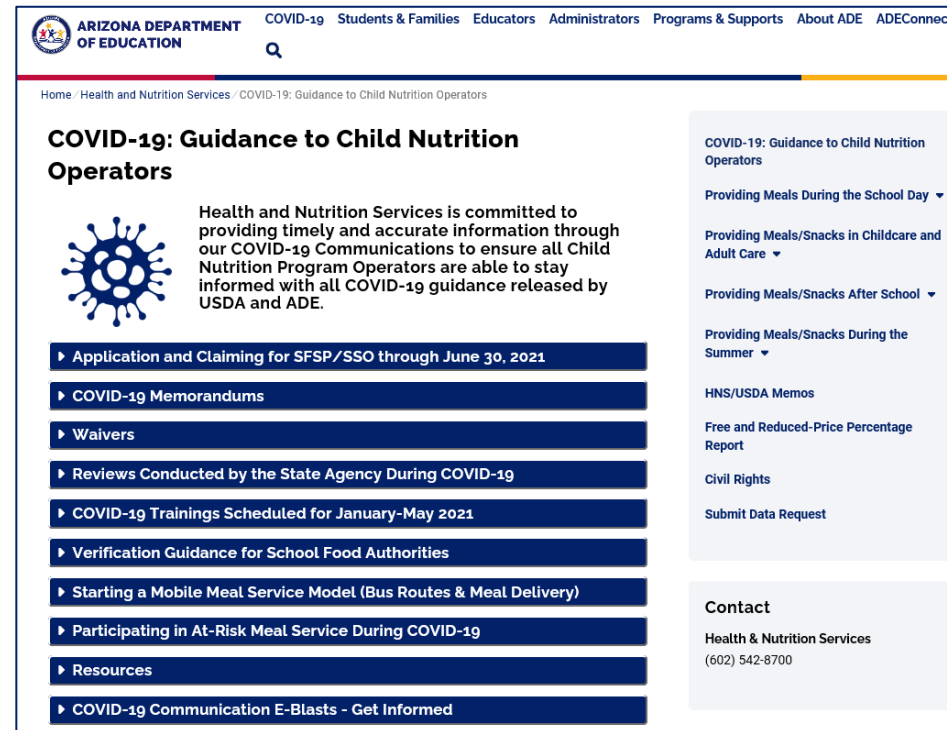
Depending on the waiver, Program operators are required to complete a waiver submission for ADE approval.

- For a summary of all waivers that have been released by USDA, go to ADE's [USDA Waiver Summary](#).

USDA Waivers in Response to COVID-19

ADE's COVID-19 Webpage

To support Arizona's CNP operators, ADE has created the [COVID-19: Guidance to Child Nutrition Operators](#) webpage. This webpage houses the USDA COVID-19 guidance, links to ADE waivers, resources, recorded webinars, and other COVID-19 communications.



USDA Waivers in Response to COVID-19

Waivers Accordion

In the waivers accordion, you will see the different waivers that CNP operators can opt into.



ARIZONA DEPARTMENT OF EDUCATION

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Home / Health and Nutrition Services / COVID-19: Guidance to Child Nutrition Operators

COVID-19: Guidance to Child Nutrition Operators

Health and Nutrition Services is committed to providing timely and accurate information through our COVID-19 Communications to ensure all Child Nutrition Program Operators are able to stay informed with all COVID-19 guidance released by USDA and ADE.

- ▶ Application for SFSP/SSO through December 31, 2020
- ▶ Summary of the Child Nutrition Programs Operations During COVID-19
- ▼ **Waivers**

USDA has released several waivers that apply to different Child Nutrition Programs. Program Operators have the ability to opt in to the following waivers below for the Child Nutrition Program being operated. Elections and approvals under the initial SFSP/SSO waivers for Parent Pickup, Distribution Plan for Multiple Days and Area Eligibility Waiver (starting in March) are valid under this SFSP/SSO extension (September-December); no further action is needed. If a Program operator has been approved for the Parent Pickup and Distribution Plan for Multiple Days waivers under NSLP for SY 2020-2021, these elections and approvals do not apply for SFSP/SSO. The Meal Pattern Waiver must be submitted and approved on a case-by-case basis.

- USDA Waiver Summary
- Program Operator Waiver Opt-ins/Approvals (last updated September 9, 2020)
- Opt-in for the Parent Pickup Waiver (NSLP and SFSP/SSO)
- Opt-in for the Distribution Plan for Multiple Days (NSLP and SFSP/SSO)
- Opt-in for the Area Eligibility Waiver (SFSP/SSO)
- Submit a Meal Pattern Waiver (NSLP and SFSP/SSO)
- Alternative Site Waiver (FFVP)
- Parent/Guardian Pick-up Waiver (FFVP)

COVID-19: Guidance to Child Nutrition Operators

- Providing Meals During the School Day ▼
- Providing Meals/Snacks in Childcare and Adult Care ▼
- Providing Meals/Snacks After School ▼
- Providing Meals/Snacks During the Summer ▼
- Training
- HNS/USDA Memos
- Free and Reduced-Price Percentage Report
- Civil Rights
- Submit Data Request

Contact

Health & Nutrition Services
(602) 542-8700

USDA Waivers in Response to COVID-19

Waiver Submission Requirements

There are different submission requirements depending on the waiver. For example, Program operators are only required to be approved for the Parent Pickup Waiver once regardless of whether it was submitted and approved in School Year (SY) 2019-2020 or in SY 2020-2021. However, the Meal Pattern Waiver must be submitted and approved on a case-by-case basis.

▼ Waivers

USDA has released several waivers that apply to different Child Nutrition Programs. Program Operators have the ability to opt in to the following waivers below for the Child Nutrition Program being operated. Elections and approvals under the initial SFSP/SSO waivers for Parent Pickup, Distribution Plan for Multiple Days and Area Eligibility Waiver (starting in March) are valid under this SFSP/SSO extension (September-December); no further action is needed. If a Program operator has been approved for the Parent Pickup and Distribution Plan for Multiple Days waivers under NSLP for SY 2020-2021, these elections and approvals do not apply for SFSP/SSO. The Meal Pattern Waiver must be submitted and approved on a case-by-case basis.

- USDA Waiver Summary
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**Meal
Pattern Waiver**

USDA Waivers in Response to COVID-19

The Purpose of the Meal Pattern Waiver

USDA released the *Nationwide Waiver to Allow Meal Pattern Flexibilities in the Child Nutrition Programs* during the pandemic to assist operators in serving meals and snacks to children while practicing appropriate safety measures to reduce the risk of COVID-19.

Under normal circumstances, meals served through the CNPs must meet meal pattern requirements under Program regulations at 7 CFR 210.10(b) and (c), 220.8(b) and (c), 225.16(d), and 226.20. Through this waiver, USDA is waiving the requirement to serve meals that meet the meal pattern requirements during the pandemic.

USDA Waivers in Response to COVID-19

Applicable Reasons for a Meal Pattern Waiver

For NSLP, SBP, ASCSP, SSO, and At-Risk, operators may submit a Meal Pattern Waiver **only** if the request falls under these three reasons:

1. Items were not able to be purchased or delivered due to product availability/supply chain distribution.
2. Inability to meet the meal pattern due to the court ruling and the challenges faced with meeting the meal pattern (1% flavored milk, Sodium Target 2, 100% whole grain-rich).
3. Access to safe and nutritious food impacted by the LEA's learning plan/food service model.



SFSP/SSO

USDA Waivers in Response to COVID-19

Applicable Reasons for a Meal Pattern Waiver

For SFSP, Program operators may submit a Meal Pattern Waiver if **only** the request falls under this single reason:

1. Items were not able to be purchased or delivered due to product availability/supply chain distribution.

USDA Waivers in Response to COVID-19

Program Operator Reporting Requirements

In order to opt into this waiver, USDA requires State agency approval. Program operators must report each instance the meal pattern was not met. An instance is defined as:

- a daily requirement not met (e.g., missing component), and
- a weekly requirement not met (e.g., whole grain-rich or vegetable subgroup requirements).

Program operators can report multiple instances of the meal pattern not being met on a single form submission by indicating the planned start and end dates of the time frame for which the meal pattern will not be met. This will be further explained in the next section of this guide.

USDA Waivers in Response to COVID-19

State Agency Reporting Requirements

State agencies are required to inform USDA when and where the waiver is in effect and for what food component it is in effect. In addition, a report is required to be submitted to USDA that includes:

- a summary of the use of this waiver by the State agency and local Program operators, and
- a description of whether and how this waiver resulted in improved services to Program participants.

USDA Waivers in Response to COVID-19

The Meal Pattern Waiver

Based on Program operator and State agency reporting requirements, ADE has created their own Meal Pattern Waiver via SurveyMonkey. The questions and details asked in this waiver were created to support USDA waiver requirements and to ensure that ADE is assisting operators in making the best meal pattern decisions possible during these times. Since a Meal Pattern Waiver must be submitted for each instance that a meal pattern requirement cannot be met, the remainder of this training will be to assist operators on how to properly submit the Meal Pattern Waiver.

Completing the Meal Pattern Waiver



Completing the Meal Pattern Waiver

Locating the Meal Pattern Waiver

To locate ADE's Meal Pattern Waiver, click [here](#) or on the link from the [COVID-19: Guidance to Child Nutrition Operators](#) webpage shown below.

- Please note that the same Meal Pattern Waiver will be used for NSLP and SFSP/SSO operators.



▼ Waivers

USDA has released several waivers that apply to different Child Nutrition Programs. Program Operators have the ability to opt in to the following waivers below for the Child Nutrition Program being operated. Elections and approvals under the initial SFSP/SSO waivers for Parent Pickup, Distribution Plan for Multiple Days and Area Eligibility Waiver (starting in March) are valid under this SFSP/SSO extension (September-December); no further action is needed. If a Program operator has been approved for the Parent Pickup and Distribution Plan for Multiple Days waivers under NSLP for SY 2020-2021, these elections and approvals do not apply for SFSP/SSO. The Meal Pattern Waiver must be submitted and approved on a case-by-case basis.

- [USDA Waiver Summary](#)
- [Program Operator Waiver Opt-ins/Approvals](#) (last updated September 9, 2020)
- [Opt-in for the Parent Pickup Waiver \(NSLP and SFSP/SSO\)](#)
- [Opt-in for the Distribution Plan for Multiple Days \(NSLP and SFSP/SSO\)](#)
- [Opt-in for the Area Eligibility Waiver \(SFSP/SSO\)](#)
- [Submit a Meal Pattern Waiver \(NSLP and SFSP/SSO\)](#)
- [Alternative Site Waiver \(FFVP\)](#)
- [Parent/Guardian Pick-up Waiver \(FFVP\)](#)

Completing the Meal Pattern Waiver

Applicable Meal Pattern Waiver Utilization

To the right you will see ADE's Meal Pattern Waiver.

- Please note that this particular Meal Pattern Waiver can **only** be used by those operating the NSLP, SBP, ASCSP, SFSP/SSO, and At-Risk.
- If you are not operating one of the above five CNPs, the following instructions do **not** apply.

Meal Pattern Waiver Submission (updated September 2020)

United States Department of Agriculture (USDA) has extended the nationwide waiver to waive the requirements to serve meals that meet the meal pattern requirements for the National School Lunch Program (NSLP)/School Breakfast Program (COVID-19: Child Nutrition Response #38) through June 30, 2021 and for the Summer Food Service Program (SFSP)/Summer Seamless Option (SSO) (COVID-19: Child Nutrition Response #53) through December 31, 2020. Program operators are expected and strongly encouraged to maintain and meet nutrition standards for each Program to the greatest extent possible.

Complete the fields below to submit a meal pattern waiver for the Program currently being operated. Program operators must indicate what food components/meal pattern requirements were not met for a specific timeframe.

* 1. For which Child Nutrition Program is the waiver submitted?

* 2. For what TIMEFRAME are you submitting this waiver?
If submitting a waiver for a single instance of not meeting a daily meal pattern requirement, the start date and end date selected will both be the same date.

Start Date (MM/DD/YYYY)

Date

End Date (MM/DD/YYYY)

Date

* 3. SFA/Sponsor Name: (Example: Tempe Unified School District or St. Mary's Food Bank Alliance)

* 4. Operator First and Last Name:

* 5. Operator Title:

Completing the Meal Pattern Waiver

Waiver Introduction Summary

Once the user has clicked the link, the SurveyMonkey will open in the internet browser. Prior to completing the waiver, please read the introduction summary shown below for USDA memo references and to understand the intent of the Meal Pattern Waiver. CNP operators are expected to maintain meal pattern integrity of each Program they operate to the greatest extent possible.

Meal Pattern Waiver Submission (updated September 2020)

United States Department of Agriculture (USDA) has extended the nationwide waiver to waive the requirements to serve meals that meet the meal pattern requirements for the National School Lunch Program (NSLP)/School Breakfast Program (COVID-19: Child Nutrition Response #36) through June 30, 2021 and for the Summer Food Service Program (SFSP)/Summer Seamless Option (SSO) (COVID-19: Child Nutrition Response #53) through December 31, 2020. Program operators are expected and strongly encouraged to maintain and meet nutrition standards for each Program to the greatest extent possible.

Complete the fields below to submit a meal pattern waiver for the Program currently being operated. Program operators must indicate what food components/meal pattern requirements were not met for a specific timeframe.

Completing the Meal Pattern Waiver

Selecting the Applicable Program

Question 1 requires the user to select which CNP they are submitting the Meal Pattern Waiver for.

Program operators are required to submit a Meal Pattern Waiver for each instance the meal pattern cannot be met **unless** the waiver being submitted is for the same CNP and during the same timeframe. If the waiver applies to NSLP, SBP, and/or ASCSP, the Program operator may be able to submit a single waiver if applicable for the same timeframe.

* 1. For which Child Nutrition Program is the waiver submitted?

National School Lunch, School Breakfast, and Afterschool Care Snack Program
Summer Food Service Program: Simplified
Summer Food Service Program: Seamless
At-Risk Afterschool Meals

Example

Completing the Meal Pattern Waiver

Allowable Submissions Based on CNPs

One Meal Pattern Waiver submission is **allowable**:

- Example: Hidden Hills Elementary District operates NSLP. On 11/9 – 11/13, the vegetable subgroup and milk variety meal pattern requirements were unable to be met. Hidden Hill Elementary District may submit one Meal Pattern Waiver for NSLP because these missing requirements occurred within the same CNP.

One Meal Pattern Waiver submission is **unallowable**:

- Example: Hidden Hills Elementary District operates NSLP and At-Risk. On 11/9 – 11/13, the vegetable subgroup was unable to be met during NSLP meal service and milk variety was unable to be met during At-Risk meal service. Hidden Hill Elementary District must submit two Meal Pattern Waivers (one for NSLP and one for At-Risk) because these missing requirements occurred within two different CNPs.

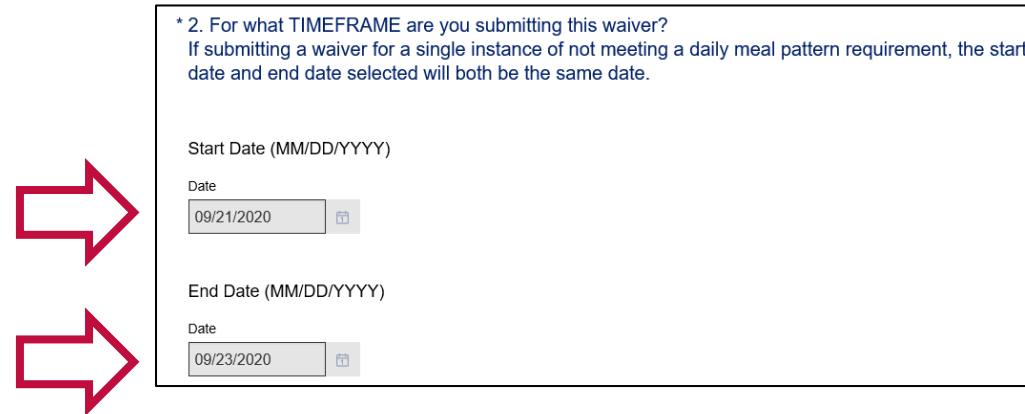
Completing the Meal Pattern Waiver

Timeframe

Question 2 requires the user to submit a timeframe indicating the days that meal pattern requirement(s) were unable to be met. Timeframe can vary depending on each entity's situation.

- This is a crucial step in correctly completing the Meal Pattern Waiver.

Program operators **must** be exact and not put a “blanket timeframe” in their submissions.



* 2. For what TIMEFRAME are you submitting this waiver?
If submitting a waiver for a single instance of not meeting a daily meal pattern requirement, the start date and end date selected will both be the same date.

Start Date (MM/DD/YYYY)

Date
09/21/2020

End Date (MM/DD/YYYY)

Date
09/23/2020

Completing the Meal Pattern Waiver

Timeframe Continued

Program operators are **required** to be specific in the timeframe and must select the appropriate dates for which the meal pattern was unable to be met. If there are multiple instances the meal pattern was unable to be met, the Program operator must complete a new submission for each specific timeframe the meal pattern violation occurred.

Completing the Meal Pattern Waiver

How the Timeframe Supports the Waiver Purpose

A purpose of the Meal Pattern Waiver is to support Program operators in instances that the meal pattern is truly not able to be met.

The Meal Pattern Waiver is **not** intended to:

- be used for *possible* instances the Program operator is *anticipating* the meal pattern discrepancy to occur; or
- be used as a back up *in case* the meal pattern is unable to be met.

Meal Pattern Waivers that are submitted for an extended period without proper justification will be **rejected** and will not be able to be used during a review or anytime for an allowable meal pattern violation.

Completing the Meal Pattern Waiver

Number of Allowable Days

While there is not a specific number of days that would indicate an unallowable Meal Pattern Waiver submission, each day indicated in the submission must be true and justified.

This does not necessarily mean a waiver must be submitted for each day the meal pattern was unable to be met; for instance, if a scheduled bread order was cancelled by the distributor and the Program operator only had enough grains to serve Wednesday through Friday of that week, a waiver could be submitted for those three days (Wednesday, Thursday, and Friday) the grain component requirement was unable to be met.



Examples

Completing the Meal Pattern Waiver

Allowable Submissions Based on Timeframe

One Meal Pattern Waiver submission is **allowable**:

- Example: Hidden Hills Elementary District operates NSLP. On 11/9 – 11/13, the vegetable subgroup and milk variety meal pattern requirements were unable to be met. Hidden Hill Elementary District may submit one Meal Pattern Waiver for NSLP because these missing requirements occurred within the same timeframe.

One Meal Pattern Waiver submission is **unallowable**:

- Example: Hidden Hills Elementary District operates NSLP. On 11/2 – 11/6, the vegetable subgroup requirement was unable to be met, and on 11/9 – 11/13, the milk variety requirement was unable to be met. Hidden Hills Elementary District must submit two separate Meal Pattern Waivers for NSLP because these missing requirements occurred during different timeframes.

Completing the Meal Pattern Waiver

SFA/Sponsor Information

Questions 3 through 6 require the user to input the Program operator's information for ADE to identify the SFA/Sponsor or Community Organization submitting the waiver.



* 3. SFA/Sponsor Name:

* 4. Community Organization Name:

* 5. Operator First and Last Name:

* 6. Operator Title:

Completing the Meal Pattern Waiver

Breakfast Meal Pattern Waiver

Question 7 will only be completed if the user is submitting a Meal Pattern Waiver for SBP or SFSP/SSO breakfast. Check each box that applies and be prepared to provide justification later in the survey.



7. Meal pattern waiver requested for Breakfast. (Select all that apply)

- ☐ Milk not present
- ☐ Milk variety or fat content not met
- ☐ Fruit not present or insufficient quantity
- ☐ More than half of the weekly fruit requirement served was 100% juice
- ☐ Grain not present or insufficient quantity
- ☐ Whole grain-rich weekly requirement not met
- ☐ Age/Grade Group requirement not met
- ☐ Target 2 Weekly Sodium requirement not met

Completing the Meal Pattern Waiver

Lunch/Supper Meal Pattern Waiver

Question 8 will only be completed if the user is submitting a Meal Pattern Waiver for NSLP or SFSP/SSO lunch, or At-Risk lunch or supper. Check each box that applies and be prepared to provide justification later in the survey.



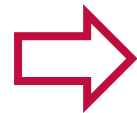
8. Meal pattern waiver requested for Lunch/Supper (At-Risk). (Select all that apply)

- ☐ Milk not present
- ☐ Milk variety or fat content not met
- ☐ Fruit not present or insufficient quantity
- ☐ More than half of the weekly fruit requirement served was 100% juice
- ☐ Vegetable not present or insufficient quantity
- ☐ Vegetable subgroup weekly requirement not met
- ☐ Meat/Meat Alternate not present or insufficient quantity
- ☐ Grain not present or insufficient quantity
- ☐ Whole grain-rich weekly requirement not met
- ☐ Age/Grade Group requirement not met
- ☐ Target 2 Weekly Sodium requirement not met

Completing the Meal Pattern Waiver

Snack Meal Pattern Waiver

Question 9 will only be completed if the user is submitting a Meal Pattern Waiver for ASCSP, SFSP/SSO snack, or At-Risk snack. If submitting a Meal Pattern Waiver for snack, check the box for “*Component not present or insufficient quantity*” and write which component is missing or insufficient in the box provided. This is the only meal pattern requirement that is allowable to be waived based on USDA’s waivers. In the box provided, please include which component was missing or insufficient: **milk, vegetable and/or fruit, meat/meat alternate, or grains**. Be prepared to provide justification later in the survey.



9. Meal pattern waiver requested for snack (ASCSP/At-Risk).

☐ Component not present or insufficient quantity



Please specify missing/insufficient component below:

Completing the Meal Pattern Waiver

Reason(s) for Waiver Submission

In Question 10, the user is required to provide the reason(s) why the waiver is being submitted in Question 7 – 9. Check all the reasons that apply for each meal pattern waiver requested in Questions 7, 8, and/or 9.



* 10. Please indicate the reason(s) for submitting the waiver. (Check all that apply)

- ☐ Item(s) not available for purchase (must describe efforts taken to serve alternative food items below)
- ☐ Purchased item(s) cannot be delivered (must describe efforts taken to serve alternative food items below)
- ☐ Purchased item(s) cannot be delivered timely (must describe efforts taken to serve alternative food items below)
- ☐ Inability to meet the National School Lunch Program meal pattern due to court ruling (must provide justification below)
- ☐ Access to safe and nutritious food impacted by a learning plan/food service model (must describe learning plan/food service model below)

Completing the Meal Pattern Waiver

Providing Justification

It is important to provide any details that will justify the waiver submission. In other words, ADE can **only** approve Meal Pattern Waivers that meet the applicable reasons listed on slides 14 and 15.

- Once the user has provided their justification, they will click “Submit Meal Pattern Waiver Request Form” shown below.



* 11. Please provide justification below to support the reason(s) for the waiver.

Submit Meal Pattern Waiver Request Form



Completing the Meal Pattern Waiver

Providing Justification Continued

When providing the written justification, please note that ADE is only looking for details to support the reason selected in question 10. This question is not meant to intimidate those submitting the waiver, but is allowing the Program operator to provide details as to why the meal pattern was unable to be met.

- Example: If the Program operator selected the reason “Purchased item(s) cannot be delivered timely”, the justification could simply include details such as, “My distributor pushed my milk order back to Tuesday; therefore, I was unable to meet the milk variety requirement for breakfast and lunch on Monday”. Please note that for this example, the **timeframe** in question 2 would need to indicate that the meal pattern was unable to be met on that Monday.

Hillside Elementary School received a milk shipment for this week with only fat-free white milk and had no other milk types to serve. The distributor ensured the cafeteria manager that next week's delivery will have both fat-free white and fat-free chocolate included like she ordered. When the cafeteria manager completes the Meal Pattern Waiver, what timeframe should she indicate for Question 2?

- A) The whole year since it could possibly happen again in the future.
- B) Just that Monday since that's when the incorrect shipment came in.
- C) The whole week that the milk variety requirement will not be met due to the incorrect shipment.
- D) The cafeteria manager does not need to complete the Meal Pattern Waiver because it was not her fault.



Hillside Elementary School received a milk shipment for this week with only fat-free white milk and had no other milk types to serve. The distributor ensured the cafeteria manager that next week's delivery will have both fat-free white and fat-free chocolate included like she ordered. When the cafeteria manager completes the Meal Pattern Waiver, what timeframe should she indicate for Question 2?

- A) The whole year since it could possibly happen again in the future.
- B) Just that Monday since that's when the incorrect shipment came in.
- C) The whole week that the milk variety requirement will not be met due to the incorrect shipment.**
- D) The cafeteria manager does not need to complete the Meal Pattern Waiver because it was not her fault.

The correct answer is C. The Meal Pattern Waiver must be submitted for any instance the meal pattern will not be met, and the timeframe should indicate only the applicable dates. The Program operator can always resubmit the Meal Pattern Waiver if something changes.

Allowable Waiver Submissions



Allowable Waiver Submissions

Appropriate Justifications Review

As explained in slides 14 and 15, a Meal Pattern Waiver can only be requested for the following three reasons:

1. Food availability/purchased item cannot be delivered.
 2. Not able to meet the meal pattern because of the court ruling.
 3. Learning plan/food service model.
- Food availability/delivery issues is the only reason SFSP operators can request a Meal Pattern Waiver.

**The following slides will provide examples of allowable waiver submissions. Please note this is not an exhaustive list of all allowable waiver submissions.*

Allowable
Waiver
Submissions

Waiver Type: Age/Grade Group

Below are examples of instances the Age/Grade Group requirement was unable to be met.

- Applicable CNPs: NSLP

Waiver Type	Age/Grade Group
Timeframe	August 17, 2020 – December 31, 2020
Reason	Learning plan/food service model
Justification	Offering meals curbside during distance learning to support access to safe and nutritious meals.

Allowable Waiver Submissions

Waiver Type: Vegetable Subgroups

Below are examples of instances the Vegetable Subgroup requirement was unable to be met.

- Applicable CNPs: NSLP, SSO

Waiver Type	Vegetable Subgroups	Vegetable Subgroups
Timeframe	Tuesday, November 10, 2020	August 20, 2020 – December 4, 2020
Reason	Purchased item cannot be delivered	Learning plan/food service model
Justification	We didn't receive the broccoli we ordered.	We are doing curbside pickup and serving all prepackaged items. We cannot procure individually wrapped items that meet all the subgroups.

Allowable Waiver Submissions

Waiver Type: Milk Variety

Below are examples of instances the Milk Variety requirement was unable to be met.

- Applicable CNPs: NSLP, SSO

Waiver Type	Milk Variety	Milk Variety	Milk Variety
Timeframe	Tuesday, November 10, 2020	August 20, 2020 – December 4, 2020	August 20, 2020 – December 4, 2020
Reason	Purchased item cannot be delivered	Learning plan/food service model	Learning plan/food service model
Justification	We didn't receive the chocolate milk we ordered for today,	Offering meals curbside during distance learning and packaging the milk with the meal will minimize touch points when serving meals to keep students/staff safe.	Delivering meals on a bus route, and there is not enough room for an additional cooler to keep two types of milk at a safe temperature.

Allowable Waiver Submissions

Waiver Type: Whole Grain-Rich

Below are examples of instances the Whole Grain-Rich requirement was unable to be met.

- Applicable CNPs: NSLP, SSO

Waiver Type	Whole Grain-Rich	Whole Grain-Rich	Whole Grain-Rich
Timeframe	Tuesday, November 10, 2020	August 18, 2020 – May 14, 2020	August 20, 2020 – November 20, 2020
Reason	Purchased item cannot be delivered	Not able to meet the meal pattern because of the court ruling	Food availability
Justification	We didn't receive the whole grain pizza crust we ordered.	Unable to procure 100% whole grain-rich items for SY 20-21.	My vendor tells me I won't receive whole grain pizza crust until November 23 rd .

Allowable Waiver Submissions

Waiver Type: Milk Type

Below are examples of instances the Milk Type requirement was unable to be met.

- Applicable CNPs: NSLP, SBP, ASCP, SSO

Waiver Type	Milk Type	Milk Type	Milk Type
Timeframe	Tuesday, November 10, 2020	August 18, 2020 – May 20, 2020	August 20, 2020 – November 20, 2020
Reason	Purchased item cannot be delivered	Not able to meet the meal pattern because of the court ruling	Food availability
Justification	We didn't receive the fat-free chocolate milk we ordered.	Unable to procure fat-free flavored milk for SY 20-21.	My vendor says I won't receive fat-free chocolate milk until November 23 rd .

Allowable Waiver Submissions

Waiver Type: Weekly Sodium Target

Below are examples of instances the Weekly Sodium Target requirement was unable to be met.

- Applicable CNPs: NSLP, SSO

Waiver Type	Weekly Sodium Target	Weekly Sodium Target
Timeframe	August 20, 2020 – May 20, 2020	August 18, 2020 – November 30, 2020
Reason	Not able to meet the meal pattern because of the court ruling	Learning plan/food service model
Justification	Unable to procure items with specifications that meet Target 2 in SY 20-21.	Unable to meet sodium target 2 due to serving more processed grab and go items through curbside service.

Allowable Waiver Submissions

Waiver Type: Missing Component

Below are examples of instances the Missing Component requirement was unable to be met.

- Applicable CNPs: NSLP, SBP, ASCP, SSO, SFSP (*Simplified*)

Waiver Type	Missing Component	Missing Component
Timeframe	October 12, 2020 – October 14, 2020	October 14, 2020 – October 16, 2020
Reason	Food Availability	Purchased item cannot be delivered
Justification	We didn't receive our Monday milk order.	Bread/rolls order could not be delivered by vendor for the week. We only had enough grains left over to serve for Monday and Tuesday.

Allowable
Waiver
Submissions

Waiver Type: Insufficient Quantity

Below are examples of instances the Insufficient Quantity requirement was unable to be met.

- Applicable CNPs: NSLP, SBP, ASCP, SSO, SFSP

Waiver Type	Insufficient Quantity
Timeframe	September 28, 2020 – October 2, 2020
Reason	Food Availability
Justification	We didn't receive our full order of fruits and veggies for the week because our vendor says they are high in demand.

Allowable Waiver Submissions

Common Meal Pattern Waiver Errors

Some common errors in Meal Pattern Waiver submissions by Program operators include:

- **Submitting waivers for meal pattern requirements that don't apply to the program that is being operated**
 - Example: A waiver was submitted for not meeting the whole grain-rich requirement while operating SFSP (*Simplified*)
- **Submitting waivers for inappropriate timeframes or “just in case” situations**
 - Example: The distributor has been low on broccoli for the past month and the Program operator submits a waiver for vegetable subgroups for the rest of the year
- **The justification is not valid or complete**
 - Example: The Program operator provided a justification that was not applicable to the reason the waiver was submitted

How to Know if Your Meal Pattern Waiver is Approved



How to Know if Your Meal Pattern Waiver is Approved

Meal Pattern Waiver Approval Process

Based on which program the waiver is being submitted for, the SFA or Community Organization's assigned Program specialist will review the submission.

- If your Program specialist approves the submission, you will not be provided with a notification or response.
- If your Program specialist rejects the submission, this will be documented internally, and the SFA/Sponsor will be provided with a notification that the waiver was rejected via email or phone. Your Program specialist will provide you with the reason why the submission was rejected and direction on how to proceed.

How to Know if Your Meal Pattern Waiver is Approved

Reasons for a Rejected Submission

Program specialists may reject a Meal Pattern Waiver for a variety of reasons, such as:

- The boxes checked in Questions 6 and/or 7 are not applicable to the Program the waiver is being submitted for
- The justification for the waiver did not provide enough detail

Program operators can continue with their operations once the Meal Pattern Waiver is submitted; it is not required to wait for approval from your Program specialist.

Do Program operators need to email their assigned Program specialist to find out if their Meal Pattern Waiver has been approved?

- A) Yes
- B) No



Do Program operators need to email their assigned Program specialist to find out if their Meal Pattern Waiver has been approved?

A) Yes

B) No

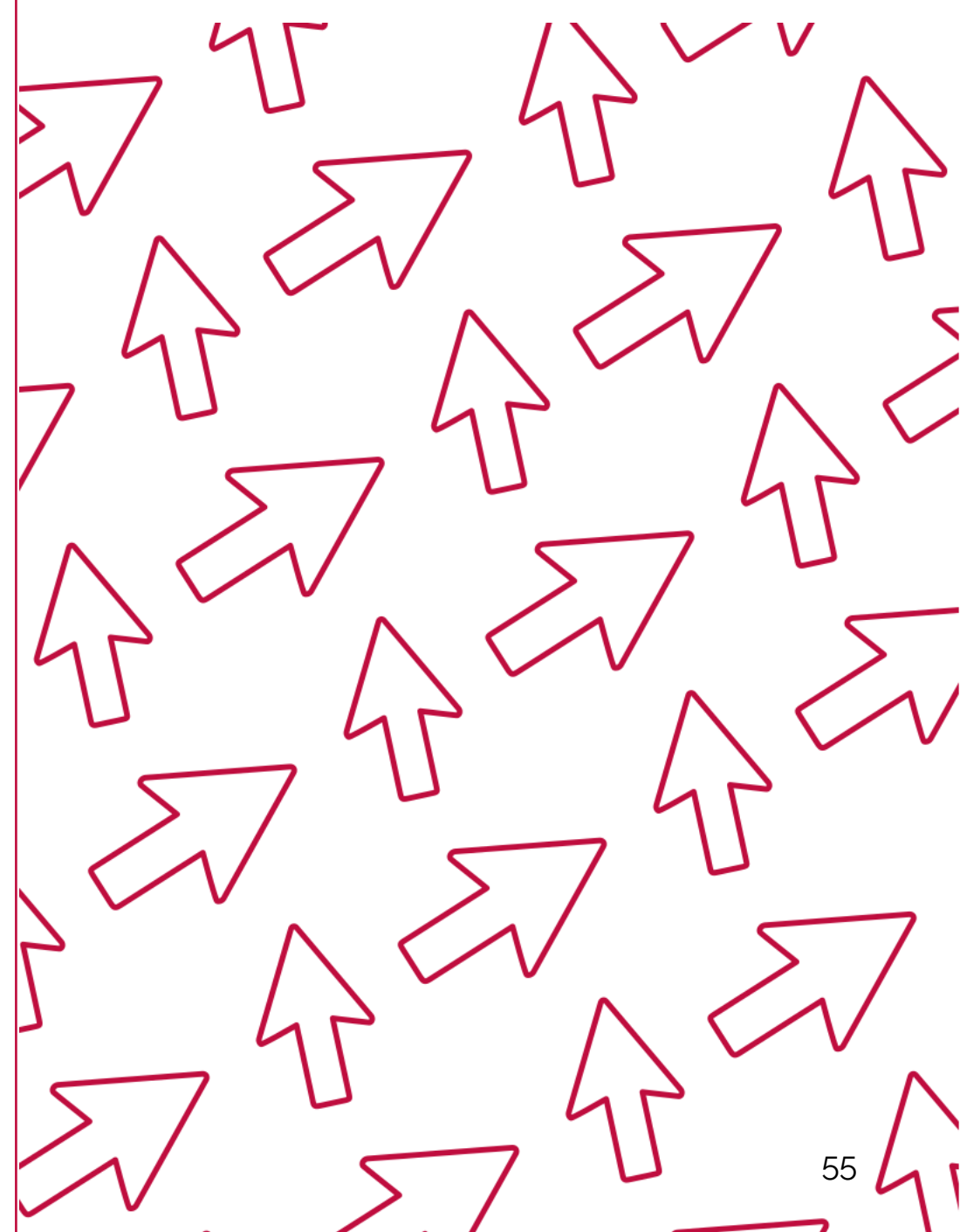
The Program specialist will only reach out to the SFA or Community Organization if the waiver was rejected. All meal services may continue operation as planned unless they hear from their Program specialist regarding the Meal Pattern Waiver.

Technical Assistance

If you have any questions related to the Meal Pattern Waiver or operating the CNPs during COVID-19, visit:

<https://www.azed.gov/hns/covid19>

You can also contact your School Nutrition Programs or Summer Food Service Program Specialist if you have additional questions about submitting the waiver.



Congratulations

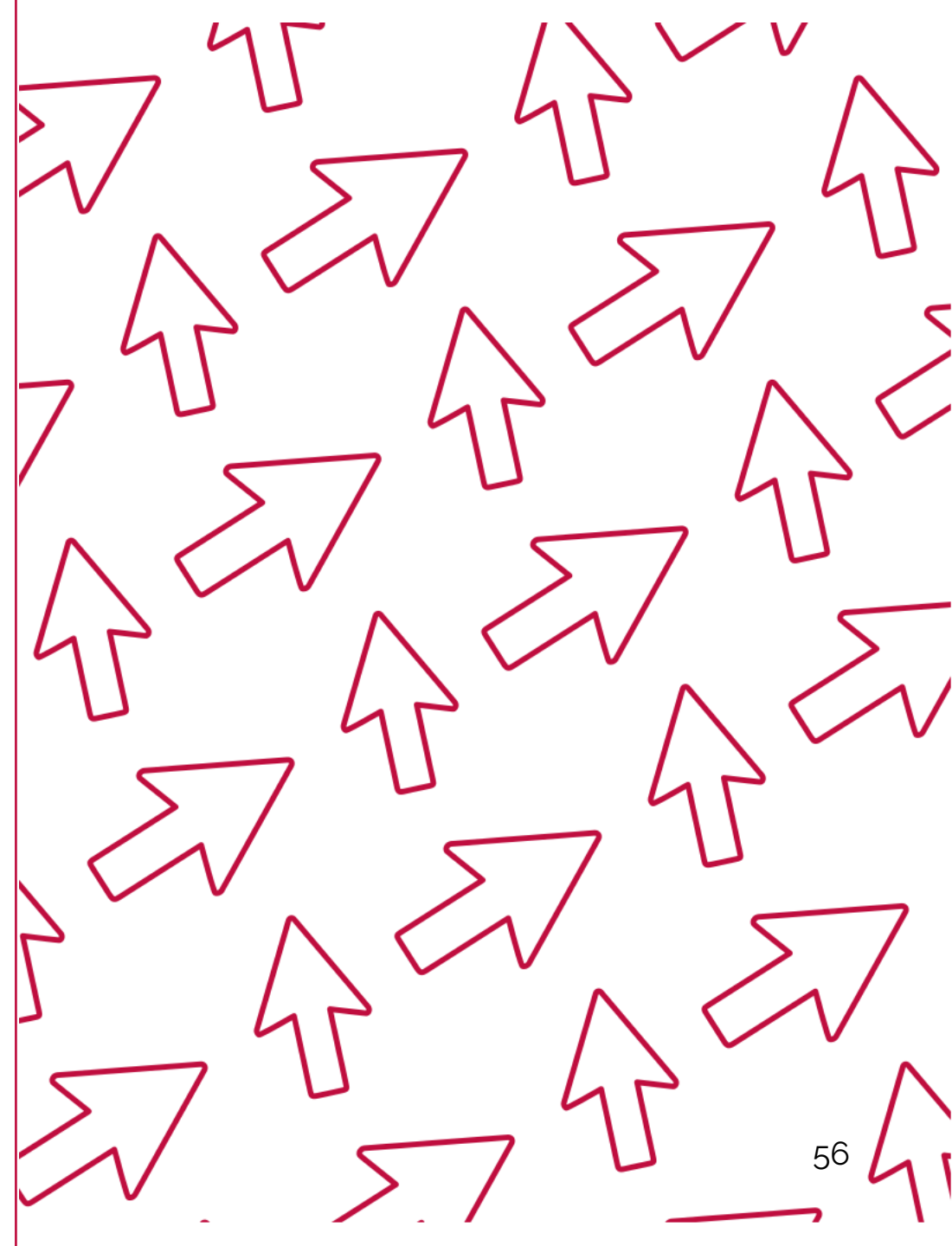
You have completed the Step-by-Step Instruction:
How to Submit a Meal Pattern Waiver

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

Information to include when documenting this training for Professional Standards:

- **Training Title:** How to Submit a Meal Pattern Waiver
- **Learning Code:** 1110, 1320
- **Key Area:** 1000 – Nutrition
- **Length:** 30 minutes

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.



Training Certificate

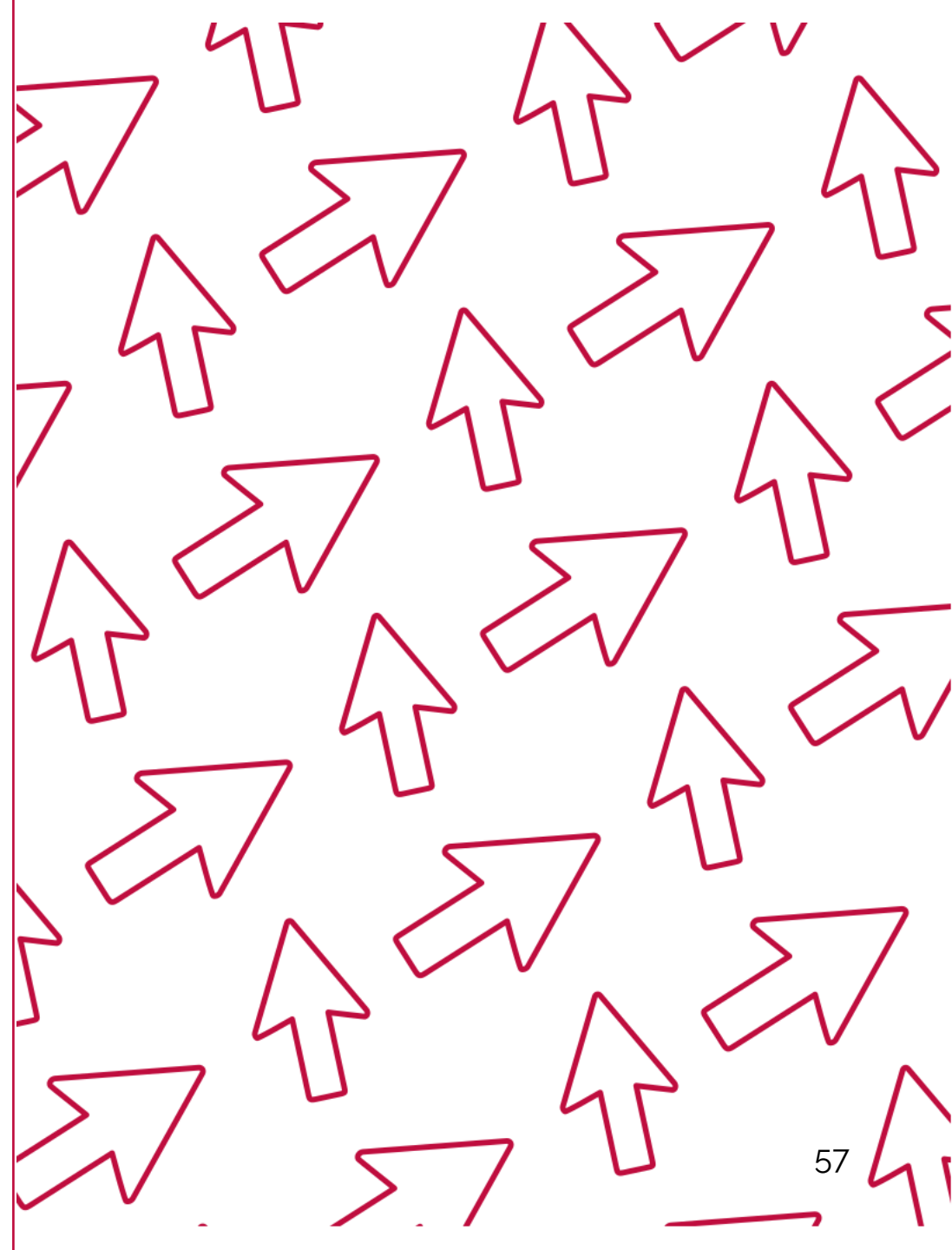
Please click on the link below to complete a brief survey about this training. Once the survey is complete, you will be able to print your certificate of completion from SurveyMonkey.

**This will not appear in your Event Management System (EMS) Account.*

<https://www.surveymonkey.com/r/OnlineHowToGuides>

The information below is for your reference when completing the survey:

- Training Title: ***How to Submit a Meal Pattern Waiver***
- Professional Standards Learning Code: **1110, 1320**





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- 1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*
- 2. fax: (202) 690-7442; or*
- 3. email: program.intake@usda.gov.*

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