



# **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 waiver, 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)	<i>Detail</i>	<i>Detail</i>	<i>Add View Modify</i>	<i>View Modify Delete</i>	<i>Add an Attachment</i>

## 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:
  - complete waiver request for each site separately under the CACFP, CACFP-DCH and SFSP;
  - 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
  - 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	6/30/2023
Parent Pick-up Waiver – Allow Parents and Guardians to Pick up Meals for Children	6/30/2023
Area Eligibility for Afterschool Programs and DCHs – 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)	Expired

### SFSP Waivers:

Waiver	Expires
Non-congregate Feeding Waiver – Allow Non-congregated Feeding in the Child Nutrition Programs	Expired
Meal-time Waiver – Waiver of Meals Service Time Restrictions	Expired
Parent Pick-up Waiver – Allow Parents and Guardians to Pick up Meals for Children	Expired
Allow Area Eligibility for Closed Enrolled Sites	Expired
Food Service Management Company (FSMC) Contract Duration	6/30/2023
Area Eligibility	FY 2024
Allow Offer Versus Serve Flexibilities	Expired
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 home delivery or the Parent Guardian Pick-up Waiver, must also complete the *USDA Waiver Request Addendum*, which is located on DECAL’s website under [COVID-19 Resources](#). The Addendum can be completed in place of the Combined Waiver Form including Parent Pick-up and Home Delivery requests. Requests for all other waivers can be completed using the online waiver module in GA ATLAS. The home delivery and parent/guardian pick-up options require additional information and certifications (see the example below).

 <b>Georgia Dept of Early Care and Learning</b>	
<b>USDA WAIVER REQUEST ADDENDUM</b> (Applicable to both the CACFP and SFSP)	
<b>PART I: Preliminary Information</b>	
<b>Organization Name:</b>	
<b>Agreement Number:</b>	
<b>Waiver Start Date:</b>	
Form Instructions: Please carefully complete the required information below if requesting a waiver for home delivery under the Non-Congregate Feeding Waiver or for the Parent/Guardian Pick-up Waiver.	
<b>PART II: Home Delivery</b>	
<b>Number of Actual Sites using Home Delivery:</b>	
<b>Home Delivery Agreement:</b> By clicking "yes" below, I certify that as a CACFP/SFSP Program operator, I will: <ol style="list-style-type: none"> <li>(1) first obtain written consent from households of eligible &amp; enrolled children and/or adult participants that the household wants to receive delivered meals;</li> <li>(2) confirm the number of children/adults being served;</li> <li>(3) confirm the household's current contact information to ensure meals are delivered to the correct location;</li> <li>(4) ensure not to exceed the maximum number of meals per child per day; and</li> <li>(5) ensure meals will only be served/delivered to children who are in area eligible locations or who are eligible for free or reduced price meals (closed-enrolled) (for SFSP Sponsors only).</li> </ol> Additionally, I certify I will notify households if their contact information will be shared with any external organization ( <u>please certify below</u> ). Households also must have a way of notifying the sponsor of the need for individual substitutions due to medical or other special dietary needs. (Note: Written consent may be issued by e-mail or other electronic means and must	
<b>PART II-b: Home Delivery Certification</b>	

### 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

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

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

FUNDS - Claims						
Program Year	Program	Current Claim Month	Claim Status	Claim Amount	YTD Earned Amount	YTD Distribution Amount
2021 - 2022	FUNDS - CACFP	Dec 2021	Not Started	\$0.00	\$0.00	\$0.00
2021 - 2022	FUNDS - DCH	Dec 2021	Not Started	\$0.00	\$0.00	\$0.00
2021 - 2022	FUNDS - SFSP	Dec 2021	Not Started	\$0.00	\$0.00	\$0.00
2020 - 2021	FUNDS - CACFP	Sep 2021	Not Started	\$0.00	\$0.00	\$0.00
2020 - 2021	FUNDS - DCH	Sep 2021	Not Started	\$0.00	\$0.00	\$0.00
2020 - 2021	FUNDS - SFSP	Sep 2021	Not Started	\$0.00	\$0.00	\$0.00
2019 - 2020	FUNDS - CACFP	Sep 2020	Not Started	\$0.00	\$0.00	\$0.00

Reviews						
Program Year	Program	Lead Reviewer	Review Type	Status	Findings?	Nbr. Sites Reviewed
2021 - 2022	CACFP		1 Year	Open	No	0
2020 - 2021	CACFP		Technical Assistance Visit	Closed	No	0
2020 - 2021	CACFP		90 Day	Closed	No	0

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



3. On the [USDA Waivers List](#) page, select [Detail](#) for the 2021-2022 Program year.

The screenshot shows the 'USDA Waivers List' page in the Ga Atlas system. The page title is 'Child and Adult Care Food Program'. The breadcrumb trail is 'USDA Waivers - Centers List >'. The program year is '2021 - 2022'. The center information is for 'TTA Test Sponsor' with address '123 Curious George Way, Atlanta, GA 30334'. Below this is a table with columns: Action, School Year, # of Sites, and Status. The 'Action' column has a red box around the 'Detail' link for the 2021-2022 year.

Action	School Year	# of Sites	Status
<a href="#">Detail</a>	2021 - 2022	1	Not Started
<a href="#">Detail</a>	2020 - 2021	1	Not Started
	2019 - 2020	0	Not Started

4. On the [USDA Waivers Received by Site List](#) page, select "Add" for the site requesting a waiver.

The screenshot shows the 'USDA Waivers Received by Site List' page in the Ga Atlas system. The page title is 'Child and Adult Care Food Program'. The breadcrumb trail is 'USDA Waivers - Centers List >'. The program year is '2020 - 2021'. The center information is for 'TTA Test Sponsor' with address '123 Curious George Way, Atlanta, GA 30334'. Below this is a table with columns: Action, Version, Site ID, Site Name, # Waivers, and Status. The 'Action' column has a red box around the 'Add' link.

Action	Version	Site ID	Site Name	# Waivers	Status
<a href="#">Add</a>		0002	Little Baby Bump Academy	0	Not Started



- 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 waiver, select **“Participation in waiver.”**

If the site is not requesting the waiver, select **“Not Applicable.”**

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

The screenshot shows the 'USDA Waiver Requests by Site Detail' page for the school year 2021-2022. It lists two sites: TTA Test Sponsor (ID 15580) and COCOMELON ACADEMY (ID 0004). Both are active. A comment from 12/16/2021 asks to upload a waiver request addendum. The form includes instructions and checkboxes for 'Allow Non-congregate Feeding' and 'Allow Sponsors to Conduct On-site Monitoring'. The 'Participating in waiver' checkbox is checked for the first question, and 'Not Applicable' is checked for the second. Months of participation are selected for all months from Oct to Sep. A justification box contains 'Grab and Go; Parent Pick-up'.

- 6. 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.**

The screenshot shows the 'Document Attachments' section. It has a table with columns 'Actions', 'Notes', and 'Uploaded By'. A red box highlights the 'Add an attachment' link in the 'Actions' column. Below the table, it shows 'Created By: TTAT on: 2/24/2021 11:38:36 AM' and 'Modified By: TTAT on: 2/24/2021 11:38:36 AM'. There are 'Save' and 'Cancel' buttons at the bottom.





- 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.

**Child and Adult Care Food Program** Ga Atlas  
GA Child, Adult & Summer Nutrition Programs

Home | Reports | My Account | Resources | Search | Administration | Help | Log Out

USDA Waivers - Centers List > Program Year: 2021 - 2022

MODIFY | DELETE

### 2021 - 2022 Waiver Site Attachment Upload

15580 Status: Active  
**TTA Test Sponsor**  
DBA:  
123 Curious George Way  
Atlanta, GA 30334  
FEIN: 11-1111111  
County: Fulton

#### Upload Detail

- File To Upload:  no file chosen
- Comment:

Created By: TTAT on: 1/1/0001 12:00:00 AM Modified By: TTAT on: 1/1/0001 12:00:00 AM

MODIFY | DELETE

- After the *Waiver Site File Upload* has been processed, select the **“Finish”** radio button.

**Child and Adult Care Food Program** Ga Atlas  
GA Child, Adult & Summer Nutrition Programs

Home | Reports | My Account | Resources | Search | Administration | Help | Log Out

USDA Waivers - Centers List > Program Year: 2021 - 2022

### 2021 - 2022 Waiver Site Attachment Upload

15580 Status: Active  
**TTA Test Sponsor**  
DBA:  
123 Curious George Way  
Atlanta, GA 30334  
FEIN: 11-1111111  
County: Fulton

**The WaiverSite File Upload has been processed.**

MODIFY | DELETE



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

**Document Attachments**

Actions	Notes	Uploaded By
View File   Modify		TTAT 02/24/2021
Add an attachment		

Created By: TTAT on: 2/24/2021 11:38:36 AM Modified By: TTAT on: 2/24/2021 1:08:41 PM

VIEW | MODIFY | DELETE

- 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.

**Ga Atlas**  
GA Child, Adult & Summer Nutrition Program

Home | Reports | My Account | Resources | Search | Administration | Help | Log Out

USDA Waivers List > Program Year: 2021 - 2022

VIEW | MODIFY | DELETE

**USDA Waiver Requests by Site Detail  
For School Year: 2021 - 2022**

15580 Status: Active <b>TTA Test Sponsor</b> DBA: 123 Curious George Way Atlanta, GA 30334 FEIN: 11-1111111 County: Fulton	0004 Status: Active <b>COCOMELON ACADEMY</b> 555 Melon Way Atlanta, GA 30344 EIN:
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**Comments to Institution**  
12/16/2021\*xy\*; Please upload waiver request addendum.

\* Indicates the field is not required.

- Allow Non-congregate Feeding in the Child Nutrition Programs – Expires 6/30/22 \*For Home Delivery, please also complete the USDA Waiver Request Addendum.**
  - Not Applicable
  - Participating in waiver

Months of waiver participation (check all that apply for the current month and/or future months as applicable):

All:  Oct:  Nov:  Dec:  Jan:  Feb:  Mar:

Apr:  May:  Jun:  Jul:  Aug:  Sep:

Provide detailed justification for use of this waiver. Include the distribution method (i.e., Grab 'n Go, Home-delivery, etc.).

Grab and Go; Parent Pick-up
- Allow Sponsors to Conduct On-site Monitoring - Expires 30 days after the end of the public health emergency.**
  - Not Applicable

## 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.