

# Child Nutrition Program State Waiver Template

Child Nutrition Programs are expected to be administered according to all statutory and regulatory requirements; waivers to the requirements are exceptions. However, Section 12(1) of the Richard B. Russell National School Lunch Act, 42 U.S.C. 1760(1), provides authority for USDA to waive requirements for State agencies or eligible service providers under certain circumstances. When requesting the waiver of statutory or regulatory requirements for the Child Nutrition Programs (CNP), including the Child and Adult Care Food Program (CACFP), the Summer Food Service Program (SFSP), the National School Lunch Program (NSLP), the Fresh Fruit and Vegetable Program (FFVP), the Special Milk Program (SMP), and the School Breakfast Program (SBP), State agencies and eligible service providers should use this template. State agencies and eligible service providers should consult with their FNS Regional Offices when developing waiver requests to ensure a well-reasoned, thorough request is submitted. State agencies and eligible service providers are encouraged to submit complete waiver requests at least 60 calendar days prior to the anticipated implementation date. Requests submitted less than 60 calendar days prior to the anticipated implementation should be accompanied by an explanation of extenuating circumstances.

For more information on requests for waiving Program requirements, refer to SP 15-2018, CACFP 12-2018, SFSP 05-2018, Child Nutrition Program Waiver Request Guidance and Protocol- Revised, May 24, 2018.

## **1. State agency submitting waiver request and responsible state agency staff contact information:**

Ohio Department of Education and Workforce  
Office of Nutrition  
Brigitte Hires, Administrator  
25 S. Front St.  
Columbus, OH 43215  
614-425-9560  
[Brigitte.Hires@education.ohio.gov](mailto:Brigitte.Hires@education.ohio.gov)

## **2. Region:**

Midwest

**3. Eligible service providers participating in waiver and affirmation that they are in good standing:**

- Sponsor Name: St Peter School

- Sponsor IRN: 059717

**4. Description of the challenge the state agency is seeking to solve, the goal of the waiver to improve services under the program, and the expected outcomes if the waiver is granted. [section 12(i)(2)(a)(iii) and 12(i)(2)(a)(iv) of the nsia]:**

St. Peter School experienced a transition in Cafeteria Management around the April 1, 2025 deadline, during which the notification regarding CEP eligibility data submission was not received. As a result, the required data was not collected by the designated deadline. St. Peter School serves a predominantly low-income population, and participation in the Community Eligibility Provision (CEP) is critical for ensuring all students have access to nutritious meals without the burden of household applications or meal payments.

If granted, this waiver will allow the use of data collected, and upload in the ODDEX after April 1 to determine CEP eligibility for the upcoming school year. This ensures continued support for students and their families and helps the school eliminate the stigma and logistical challenges associated with income-based meal programs. The waiver supports our mission to provide equitable access to nutrition and will help ensure no student goes hungry during the school day.

**5. Specific program requirements to be waived (including statutory and regulatory citations). [Section 12(I)(2)(A)(i) of the NSLA]:**

7 CFR 245.9(f)(4)(i) – April 1 data collection deadline to allow data collected after April 1 to be used to show eligibility to participate in community eligibility provision.

**6. Detailed description of alternative procedures and anticipated impact on program operations, including technology, state systems, and monitoring:**

St. Peter School has gathered updated enrollment and direct certification (DC) data after April 1, 2025, and will use this information to establish eligibility for CEP. The school has internal data tracking systems in place to ensure accurate reporting and compliance with all program requirements. Regular monitoring and communication with the state agency will ensure a seamless integration of the updated data into CEP participation processes.

**7. Description of any steps the State has taken to address regulatory barriers at the State level. [Section 12(l)(2)(A)(ii) of the NSLA]:**

N/A

**8. Anticipated challenges State or eligible service providers may face with the waiver implementation:**

Minimal challenges are anticipated. The primary concern is ensuring timely review and processing of data submitted after April 1. Internal processes at the school will ensure to make sure the required data is submitted respecting further deadline.

**9. Description of how the waiver will not increase the overall cost of the Program to the Federal Government. If there are anticipated increases, confirm that the costs will be paid from non-Federal funds. [Section 12(1)(1)(A)(iii) of the NSLA]:**

Granting the waiver will not increase the cost of the program to the Federal Government. The request simply allows the use of data collected outside the typical deadline window, with no change to program structure or funding mechanisms.

**10. Anticipated waiver implementation date and time period:**

Implementation upon approval, for 2025 period CEP data collection process.

**11. Proposed monitoring and review procedures:**

St. Peter School will implement a system of calendar-based reminders to ensure submission of the required data respecting the deadlines. Principal will make sure our Cafeteria Manager follow instructions and deadlines using scheduled reminders to upload data correctly and also maintain documentation of all data and steps taken.

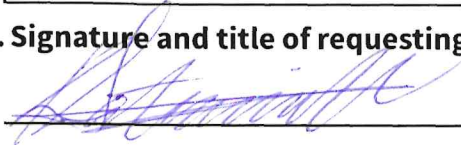
**12. Proposed reporting requirements (include type of data and due date(s) to FNS):**

The school will report the updated enrollment and direct certification data to the Office of Nutrition by the revised submission timeline established through this waiver.

**13. Link to or a copy of the public notice informing the public about the proposed waiver [Section 12(1)(1)(A)(ii) of the NSLA]. If providing a copy please attach to submitted waiver request.**

The public notice has been posted on the St. Peter School website. It can be accessed at:  
[https://www.starkcountycatholicschools.org/StudentFormsandResources\\_Peter.aspx](https://www.starkcountycatholicschools.org/StudentFormsandResources_Peter.aspx)

**14. Signature and title of requesting official:**

 School Administrator

**TO BE COMPLETED BY FNS REGIONAL OFFICE:**

FNS Regional Offices are requested to ensure the questions have been adequately addressed by the State agency and formulate an opinion and justification for a response to the waiver request based on their knowledge, experience and work with the State.

**Date request was received at Regional Office:**

☐ Check this box to confirm that the State agency has provided public notice in accordance with Section 12(1)(1)(A)(ii) of the NSLA

**Regional Office Analysis and Recommendations:**