

**SUMMER FOOD SERVICE PROGRAM
STATE WAIVER REQUEST**

State agencies are encouraged to use this form to submit waiver requests to the Food and Nutrition Service (FNS) Regional Offices. States should consult with FNS when developing waiver requests to ensure a well-reasoned, thorough request is submitted. States are encouraged to submit waiver requests at least 60 calendar days prior to the anticipated implementation date.

For more information on requests for waiving Program requirements, refer to SFSP 09-2014, *Waiver Request Guidance and Protocol*, December 12, 2014.

- 1. State agency submitting waiver request:**
- 2. Region:**
- 3. Regulatory citation(s) and requirement(s):**
- 4. Description of alternative procedures:**
- 5. Justification for request:**
- 6. Anticipated impact on Program access and State agency operations:**
- 7. Anticipated implementation date and time period for which waiver is needed:**
- 8. Affirmation that the sponsor has not experienced operational challenges in the past that would impede successful implementation of the waiver:**
- 9. Proposed monitoring review procedures that will ensure proper oversight and integrity of the Program:**
- 10. Proposed reporting requirements for sponsor to submit to State for FNS review:**
- 11. State agency staff contact (name/email/telephone):**
- 12. Signature and title of requesting official:**

Title:

Requesting official's email address for transmission of response:

- 13. Date of request:**
- 14. Regional Office contact (*to be completed by FNS Regional Office*):**