

Contracting Entity Compliance Waiver Profile

Instructions to Review Your CE
Profile and Apply for Waivers

Contracting Entities (CE) must notify the Texas Department of Agriculture (TDA) of intent to utilize program waivers. Certain waivers only require notification to TDA while others require TDA approval.

The information in this resource is intended to provide CEs with a summary of currently available waivers on record as being requested by the CE. This resource will be updated each Monday and will be used for compliance reviews and federal reporting. Any waiver used or intended for use must be identified here. If a waiver is, or has been, utilized by the CE and it is not listed, you must complete the separate process to notify TDA of the waiver(s) that should be added to your CE Compliance profile. CE profiles may include waivers no longer in use – it is not necessary to have those waivers removed from your profile. Failure to obtain a waiver to implement flexibilities may result in a finding during an Administrative Review or delay claims processing.

To review your CE profile, complete the following steps:



Select and open the CE Compliance Profile spreadsheet (listed below this document on the website) and find your CE name.

TIP! Click the 'down arrow' in the righthand corner of Column B and use the text box to type and search by CE Name to filter the spreadsheet.



Food and Nutrition Division
COVID-19



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

This product was funded by USDA.
This institution is an equal opportunity provider.



Updated 1/21/2022
www.SquareMeals.org

Review your Profile



Column G lists your current waiver status with the most recent listed first. Column H lists the different flexibilities that you listed in the Declare/Decline form. Each column I-L lists a current waiver forms submitted to TDA. If the waiver is included in your profile you will find: the intake form name, the program where the flexibilities are used, the date submitted, and approval/acceptance status. . If the cell is blank, the CE should not be utilizing the waiver or should immediately apply for the appropriate waiver (see links for waiver intake forms on step 4). In the following example, the programs that the CE operates are listed in Column F. They initially notified TDA of planned waiver use by submitting the required Declare or Decline Summer 2021 SY 2021-2022 form. They are using Non-Congregate Feeding flexibilities. They have also submitted for Age/Grade Group flexibility.

D	E	F	G	H	I	J
TypeOfAgency	ES	Programs	Submission Status (Declare/Decline) and Current Status (Most Recent)	Flexibilities selected on Declare/Decline. (Cross-reference with date)	Age/Grade Group Waiver (Most recent submission)	Area Eligibility
Educational Institution	20	CCC SNP SSD	7/27/2021 Initial Notification	Non-Congregate Feeding	Age/Grade Group Waiver for National School Lunch Program and Seamless Summer SSD 6/14/2021	

Identify any waivers that you may still need to apply for.



- CEs should apply for waivers that they are currently using, plan on using or have used during the COVID response but are not reflected on their profile.

Meal Pattern waivers are approved for temporary use on a case-by-case basis. Start and end dates to these waivers are not provided in this form.

Apply for any needed waivers listed below by clicking [here](#).



- NSLP Waivers
- SFSP Waivers
- CACFP Waivers

For assistance on waiver application, please contact your regional Education Service Center.

