

# 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:**



Click the link below to open the CE Compliance Profile spreadsheet 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.

[\*\*CE COMPLIANCE PROFILE SPREADSHEET\*\*](#)



Food and Nutrition Division  
COVID-19



TEXAS DEPARTMENT OF AGRICULTURE  
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[www.SquareMeals.org](http://www.SquareMeals.org)

# STEP 2

## Review your Profile

- Column E lists the programs operated by the CE
- Column F lists your current waiver status with the most recent listed first.
- Column G lists the different flexibilities that you listed in the Declare/Decline form.
- Columns H-K each list a current waiver form 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 CE 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, Alternate Mealtimes, and No Child Present, Parent Pick-up flexibilities. They have been approved for Age/Grade Group flexibility, Area Eligibility and distributing Bulk Food Components.

E	F	G	H	I	J
Program	Current Status (most recent listed first)	Declare/Decline Waivers	Age/Grade Group Waiver (Most recent submission)	Area Eligibility	Bulk Food Components Distribution
CCC	5/27/2021 Initial Notification	Non-Congregate Feeding Alternate Mealtimes	Age/Grade Group Waiver for National School Lunch Program and Seamless Summer	COVID-19 Area Eligibility Summer 2021 5/26/2021	Bulk Food Components for Multiple Meal Distributi 10/22/2020 Approved
SFSP		No Child Present, Parent Pick-up	NSLP 9/16/2020	Approved	Approved
SNP			Approved		
SSO					

# STEP 3

## 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.

# STEP 4

## Apply for any needed waivers here:

- [NSLP Waivers](#)
- [SFSP Waivers](#)
- [CACFP Waivers](#)

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

