

Instructions to Declare or Decline COVID-19 Meal Service Waiver Options

Required Response for COVID-19 Meal Service Options in Summer 2021 and SY 2021-2022

TDA has issued a new mandatory Declare or Decline COVID-19 Meal Service Waiver Options Form to indicate Contracting Entity (CE) usage in Summer 2021 and School Year 2021-2022 for the following waivers:

- Non-congregate feeding (for example, grab and go meal service)
- Alternative meal times
- No Child Present, Parent Pick-up
- Offsite Monitoring
- Waiver of Requirement to Implement Offer vs Serve in Senior High Schools (available in SY 2021-2022 for NSLP, SSO, and SBP programs.)

Regardless of any previous intake forms you may have submitted for SY 2020-2021, and regardless of any of the above waivers you may currently be using, all CEs operating in Summer 2021 & SY 2021-2022 must complete this new form. This includes CEs that do not plan to operate under any waivers moving forward. **CEs are instructed to submit this form as soon as possible.**

Please refer to the Summer 2021, School Year 2021-2022, and CACFP FAQs on SquareMeals.org for requirements related to implementing these waivers.

First-Time Submission

1. Access the Declare/Decline Waiver Options Form via SquareMeals.org or via the link at the bottom of these instructions.
2. **If this is your first time to complete this form and you plan to use any of the above waivers in Summer 2021 or SY 2021-22**, select *Notify TDA of new or continued use of a waiver for Summer 2021 or SY 2021-22* (*skip to Step 4*).
 - a. Select this option even if you are currently using one of the above waivers and/or have submitted an intake form previously.
3. **If this is your first time to complete this form and you do not plan to use any of the above waivers in Summer 2021 or SY 2021-22 at any site in any program**, select *Attest that NO waivers will be used at ANY sites for the programs selected*. You will select the Programs you operate and attest that no waivers will be used in any of those Programs (*skip to Step 8*).
4. Select all programs you plan to operate in Summer 2021 and SY 2021-22, as applicable.
5. Select the waivers you plan to implement. NOTE: You may resubmit the form later if your options change.



TEXAS DEPARTMENT OF AGRICULTURE
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Food and Nutrition Division
COVID-19

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6. For each waiver selected, you will answer a series of multiple-choice questions.
 - a. Answer these questions to the best of your knowledge. Forms may be resubmitted later if your operations change or as you gather more information about your sites' operations.
7. If you indicate that one or more site plans to distribute food components in bulk:
 - a. You must certify that you have previously been approved for this flexibility; or
 - b. Indicate this is your first time to submit this request.
 - c. These questions are available in a separate Bulk Food Component Distribution form; you will receive a link upon completion of Declare/Decline Waiver Options Form.
8. Enter your CE contact information and complete all attestation statements.
 - a. The form must be submitted by an Authorized Representative of the CE. It cannot be submitted by an employee of a Food Service Management Company.

Change in Waiver Usage (New, Modification or Discontinuation)

CEs must submit this form again, as applicable, whenever changes to waiver usage occur during Summer 2021 and/or SY 2021-2022. At any time, CEs may opt into a new waiver, discontinue use of a particular waiver, or modify the options of a waiver currently in use.

1. Access the Declare/Decline Waiver Options Form via SquareMeals.org or via the link at the bottom of these instructions.
2. If you have already submitted this form but are requesting to use additional waivers, select *Notify TDA of new or continued use of a waiver for Summer 2021 or SY 2021-22. (skip to Step 6)*.
3. If you have already submitted this form but are requesting to modify options you selected for a particular waiver, select *Change options for a particular waiver you have implemented during Summer 2021 or SY 2021-2022 (skip to Step 6)*.
4. If you have already submitted this form but are requesting to discontinue a waiver at all sites for a particular program, select *Discontinue waiver (select only if you are discontinuing the waiver for an entire program at all sites) (continue to Step 5)*.
5. Select the programs you are operating and the waiver(s) you plan to discontinue at all sites. For each waiver you select, you will be asked the month you plan on discontinuing use of that waiver (*skip to Step 8*).
6. If you are adding a new waiver or modifying options for an existing waiver, you will select the programs you operate and the waivers you are wishing to add or modify. **NOTE:** If you cannot remember the waivers you had previously opted into, you may select all waivers you intend to use.
7. For each waiver selected, you will answer a series of multiple-choice questions.
 - a. Answer these questions to the best of your knowledge. Forms may be resubmitted later if your operations change or as you gather more information about your sites' operations.
8. Enter your CE contact information and complete all attestation statements.
 - a. The form must be submitted by an Authorized Representative of the CE. It cannot be submitted by an employee of a Food Service Management Company.

[Click here to access the form.](#)