



IOWA

Department of Education

Ann Lebo, Director

Kim Reynolds, Governor
Adam Gregg, Lt. Governor

November 23, 2020

Samia Hamdan
Midwest Regional Office
United States Department of Agriculture
77 W. Jackson Blvd., 20th Floor
Chicago, Illinois 60604

RE: Waiver to Modify Oversight and Review Requirements due to the COVID-19 Public Health Emergency

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

Iowa Department of Education (Department), Bureau of Nutrition and Health Services

Kala Shipley, Bureau Chief, kala.shipley@iowa.gov, 515-281-4757

2. Region: Midwest

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

The Iowa Department of Education is requesting this waiver as the USDA Child Nutrition Program State Agency (SA) and on behalf of any organizations participating in the National School Lunch Program, Summer Food Service Program and Child and Adult Care Food Program during the 2020-2021 program year, who are deemed by the Iowa SA to be in good standing.

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 NSLA]:

The COVID-19 pandemic has created an administrative burden on the SA and local operators unlike ever before. This waiver request seeks to decrease the administrative requirements while maintaining program integrity and identifying misuse of Federal funds.

National School Lunch Program (NSLP):

Challenge: As of November 1, 2020, there are 33 School Food Authorities (SFAs) operating the NSLP in School Year (SY)2020-21 with the majority of them being RCCIs. The State

Creating excellence in education through leadership and service

Grimes State Office Building | 400 E. 14th St. | Des Moines, IA 50319-0146
Phone (515) 281-5294 | www.educateiowa.gov

Agency generally conducts approximately 90-100 NSLP administrative reviews per school year. Administrative reviews that cannot be conducted in SY2020-21 must be completed during the next three years of the five-year review cycle. The SA has limited staff available to conduct administrative reviews (ARs) and would not be able to conduct the necessary number of reviews within the remaining three-year time frame.

SFAs currently have a large administrative burden by operating multiple service delivery options to reduce exposure to the coronavirus. Preparing for and participating in an AR during this challenging year will cause undue hardship on the SFAs already struggling to ensure adequate staffing and funding for these various meal service delivery options.

Goal: The goal of this waiver is to address these challenges by designating SY2020-21 as an administrative review gap year for NSLP to alleviate the administrative burden for both the SA and SFAs. No administrative reviews will be conducted for NSLP and this gap year will also include reviews for the School Breakfast Program, Special Milk Program, Afterschool Snack Program, and Fresh Fruit and Vegetable Program. Year 2 of the AR cycle will be in SY2021-22 essentially moving the five-year review cycle to a six-year review cycle. This change will alleviate the administrative burden for both the SA and the SFA.

- Effective oversight measures which are proposed as an alternative.

Technical assistance will continue to be provided to SFAs participating in the NSLP through monthly webinars, recorded webinars on specific subjects, regional school food service director meetings and one-on-one technical assistance. SFAs administering SFSP or CACFP will also receive technical assistance.

- Describe how the current program circumstances and flexibilities impact oversight requirements and timeframes, and assess if a waiver may provide the opportunity to streamline these requirements. (i.e., prevent duplication).

The flexibilities provided through the USDA Nationwide waivers and this SA waiver will allow the SA NSLP/SFSP consultant team to focus their time providing technical assistance and ARs on the program (SFSP) the vast majority of SFAs are currently implementing. SFAs implementing SFSP with the NSLP meal pattern will continue to receive meal pattern training and technical assistance. SFAs operating new CACFP At-Risk sites will also continue receiving technical assistance.

- Describe effective oversight measures the State agency will implement to ensure program integrity, identify any misuse of Federal funds, and identify fraudulent activities.

SFAs operating the NSLP and determined as high risk based on the SA Risk Assessment Report will be prioritized to receive technical assistance. Risk factors include having a new food service director. The SA will continue to conduct regularly scheduled meetings/trainings for new food service directors.

Claims will be periodically reviewed to ensure SFAs are claiming meals under the appropriate program and number of days that meals are served.

- Specify training and technical assistance measures the State agency will conduct to assist Program operators and ensure that Program requirements are met.

SFAs operating NSLP will continue to have one-on-one technical assistance available with their assigned SA nutrition consultant, as well as regional meetings between SFAs and their assigned regional nutrition consultant. Technical assistance webinars or resources for Residential Child Care Centers will be developed. Specific training will include:

- Webinars and resources will be provided to Residential Child Care Institutions (RCCIs).
- Technical assistance on the NSLP meal pattern will be made available to SFAs following the NSLP meal pattern with SFSP.
- Procurement training will be offered that will assist SFAs in preparing competitive selection documents for SY2021-22.

Expected outcomes: This waiver will significantly decrease administrative burden and allow for efficient and effective oversight of program operations. No change will need to be made to current technology systems as a result of this waiver.

Summer Food Service Program (SFSP)

Challenge: Currently, Iowa has 424 sponsors operating the SFSP program, 417 school districts and non-public schools and 7 community organizations. Due to the public health emergency in FFY2019-20, SFSP reimbursements increased from \$4,422,295.11 in FFY2018-19 to \$72,309,530.20 in FFY2019-20. As a result of this large increase in the SFSP in FFY2019-20, the SA will need to conduct approximately 215 ARs that count for half the aggregate of reimbursement [7 CFR 225.7(d)(2)(ii)(b)] and the new sponsoring organizations [7 CFR 225.7(d)(2)(ii)(A)]. The SA has averaged 72 SFSP ARs per year in previous years and is almost one third of what would be required in FFY2020-21. This extraordinary increase in the required number of ARs will require staffing well beyond the current SA capacity.

Food Service Management Company (FSMC) facility reviews are difficult to complete as part of a desk audit as they require SA staff to make observations on-site.

SFAs are facing administrative and operational burden in SY2020-21 unlike any they have ever seen before. Food service teams are having to prepare and serve meals through multiple service delivery options including classrooms, cafeterias while ensuring social distancing, and through grab and go meals for students learning remotely. SFAs are being presented with staff shortages as related to COVID19 cases and requirements to quarantine. Preparing for an administrative review requires a large time commitment for the SFA and would add even greater administrative burden to their workload. It is very burdensome for organizations to gather, scan and upload/email the volume of documents normally required on a review. They often miss sending documents and it is time consuming for SA consultants to organize, review and follow up on these. In addition, SFSP sponsors do not have the staffing available to meet all of the administrative requirements, as well as to conduct site visits on all sites during the first week of operation. Site monitoring within 4

weeks of opening a new site is being strongly encouraged but the required timeline may be missed due to the staff shortages being experienced, school closings and other barriers related to COVID-19.

Goal: SFSP Sponsors due for an AR in their 3-year review cycle will be reviewed. This would allow the SA to continue to review sponsors that traditionally operate the SFSP on an established review cycle. ARs for new sponsors and those needed to meet the 50% reimbursement requirement will not be completed.

- Effective oversight measures which are proposed as an alternative.
 - The SA will continue to review those new sponsoring organizations that are traditionally eligible to participate in the SFSP.
 - FSMC facilities will be reviewed as part of the sponsor review via documents provided (menu plans, delivery receipts, etc.)
 - Targeted technical assistance will be provided to new SFSP sponsors.
 - SFSP Sponsors will be encouraged to conduct site visits during the first week of operation; site visits in the first month will continue to be required.
- Describe how the current program circumstances and flexibilities impact oversight requirements and timeframes, and assess if a waiver may provide the opportunity to streamline these requirements.
 - As addressed in the “Challenges” section above, preparing for an administrative review requires a large time commitment for the SFA and would add even greater administrative burden to their workload. It is very burdensome for organizations to gather, scan and upload/email the volume of documents normally required on a review. A waiver will streamline requirements by reducing the number of SFAs that must participate in an AR while they are managing multiple priorities required in feeding children during the COVID-19 pandemic.
- Describe effective oversight measures the State agency will implement to ensure Program integrity, identify any misuse of Federal funds, and identify fraudulent activities.
 - The SA application and claims system, IowaCNP, has edit checks in the system to ensure claims align with the program operations that have been approved in the sponsor and site applications.
 - Trends in claim reimbursement will be monitored by SA Nutrition consultants.
 - The SA will work to develop and/or fine tune the policies and procedures to ensure that steps are in place for program compliance and integrity.
- Specify training and technical assistance measures the State agency will use to assist Program operators and ensure that Program requirements are met.
 - One-on-one technical assistance will continue to be available with the assigned SA Nutrition consultant, through telephone calls, emails, etc.

- SA Nutrition consultants will schedule routine regional conference calls with SFAs.
- Monthly webinar training will be provided.
- Webcast modules will be recorded to provide guidance on key SFSP program areas and may include Meal Counting & Claiming, Meal Pattern Requirements, Offer vs. Serve, and Civil Rights.
- Resource materials will be developed.

Expected Outcomes: This waiver will significantly decrease administrative burden and allow for efficient and effective oversight of program operations. No change will need to be made to current technology systems as a result of this waiver.

Child and Adult Care Food Program (CACFP):

Describe how the current program circumstances and flexibilities impact oversight requirements and timeframes, and access if a waiver may provide the opportunity to streamline these requirements

Challenges:

As of September, Iowa has 676 child care center-based organizations under 379 agreements participating in CACFP of which 82 are center sponsors. Additionally, as of October, 18 day care home sponsors have oversight of approximately 1,488 day care homes. Through the COVID-19 pandemic, child and adult care centers and home providers have had to change their processes, procedures and hours/days of operation; close temporarily to respond to an outbreak or exposure; or, unfortunately, close operations permanently.

- a. Due to the unpredictability of child and adult care closures, it is possible the SA will not be able to meet the required review threshold.
- b. It is very burdensome for organizations to gather, scan and upload/email the volume of documents normally required on a review. They often miss sending documents and it is time consuming for SA consultants to organize, review and follow up on these.
- c. It is difficult for the State agency and center and home sponsors to conduct unannounced reviews and mealtime visits remotely. Staff may not respond to unexpected phone calls for valid reasons related to COVID that have exacerbated the already challenging nature of the child care business related to staff retention, potential unpredictable child attendance and DHS requirements to stay in ratio. The ability to conduct meal observation is dependent on the availability and reliability of technology available at the site and staff to facilitate the observation.

Goals:

1. Reduce the administrative and operational burden faced by child and adult care centers, home sponsors and home providers, and the SA. Reviews will be either conducted in FFY2020-21 or moved to FFY2021-22, where possible rather than skipped.
2. Provide effective oversight in the most efficient manner.
3. Assist organizations in the operation of the CACFP so they can continue participation while maintaining integrity.

Below are measures we will take to effectively target State agency resources to meet these goals.

Describe effective oversight measures the State agency will implement to ensure Program integrity, identify any misuse of Federal funds, and identify fraudulent activities.

Center Organizations:

- When determining priorities, reviews will be targeted based on time since the last review and a risk assessment that includes but is not limited to staff turnover in the person responsible for the CACFP at the center, consultant recommendation, complaints, problems identified on the last review or past serious deficiency.
- Due to State travel restrictions imposed by the COVID-19 pandemic, desk reviews will continue to be conducted that include virtual mealtime observations when feasible. A policy has been developed that specifies detailed procedures consultants follow (such as a reduced number of certain records to be reviewed), for consistency, which has been and will continue to be refined to meet the challenges as they arise in keeping with the goal to provide effective oversight.
- Organizations that do not cooperate with the desk review process are contacted to identify and evaluate any extenuating circumstances, and provide technical assistance if possible. If the organization is operating and there are reasonable extenuating circumstances, the review is postponed if possible. If not, the organization may be declared seriously deficient if the organization is operating but not responsive or does not cooperate with the review process.
- Organizations that have not submitted claims are routinely monitored and offered assistance. Organizations that haven't claimed in over a year that wish to resume participation are required to complete training and receive another pre-approval visit.
- Every effort will be made to maintain the three year review cycle and the review of 33.3% of organizations in FY 2020-21, but recognize it may not be possible due to circumstances beyond the SA and organization control.

SA Review of Home Sponsor Organizations:

- The Iowa SA requests a waiver to adjust/delay home sponsor organization reviews [7 CFR 226.6(m)(6)(ii)]. Every effort will be made to conduct home sponsor organization reviews according to the two-year or three-year requirement stated in CACFP regulations unless circumstances related to the COVID-19 pandemic prevent the completion of scheduled reviews. Adjustments will be based on previous AR dates, number of homes currently sponsored, new staff, and previous AR findings.
- All home sponsor organization ARs will be completed virtually during FFY2020-21 due to COVID-19 travel restrictions.
- [7 CFR 226.6(m)(3)] The number of documents reviewed during on-site home sponsor ARs is massive. Prior to the virtual review, the SA consultant will request a representational reduced number of documents to be submitted into the SA on-line program. Additional documents may be requested if the SA consultant deems it necessary. The AR findings are to uphold the integrity and viability of home sponsor organizations. Corrective action plans will be required as needed for sponsors to update policies and procedures in order to comply with CACFP requirements.
- The Iowa SA requests a waiver to adjust/delay home provider reviews [7 CFR 226.6(m)(4)]. Home provider reviews will be scheduled prior to the sponsor AR

unless there are restrictions or other barriers from the COVID-19 pandemic. The number of homes selected for review by the SA will be reduced but will be proportional to the number of Tier 1 and Tier 2 homes. Other criteria used to select homes includes total reimbursement received, length of time in CACFP, any previous seriously deficient findings, etc. The SA home reviews will be completed virtually (or other use of technology) with the provider and sponsor if possible during the COVID-19 pandemic. As schedules permit, meal observations will be included.

- [7 CFR 226.6(m)(4)] The Iowa SA requests to waive the requirement of the SA to complete the 5-day reconciliation for every provider included in the SA review process. This process takes an inordinate amount of time to complete the paperwork with no findings.

Center Sponsor Monitoring Reviews of Sites

- Centers sponsors may complete site monitoring reviews as desk reviews. The Iowa SA is requesting unannounced site reviews to be waived during FY2020-21, as well as meal observations due to the challenges cited above. Center sponsors are required to complete the other review elements during monitoring reviews. The SA encourages center sponsors to complete meal observations in FY2020-21 where possible.
- We also request that the number of reviews be reduced to two since sites may close unexpectedly and staffing of employees who are trained and available to conduct the reviews can be unpredictable.

Home Sponsor Organization Reviews of Providers

- [7 CFR 226.16(d)(4)(iii)(A, B, D)] and [7 CFR 226.16(d)(4)(iv)] Home sponsor organizations are completing home monitoring reviews virtually (or other method depending on the providers available technology). The Iowa SA is requesting unannounced home reviews to be waived during FY2020-21, as well as unannounced meal observations. It is difficult to have home reviews unannounced because of the unpredictability of sponsor staffing and the provider's child care business during the continued COVID-19 pandemic. The SA does highly encourage home sponsors to complete one meal observation for each provider during FY2020-21. The observation may be dependent on the availability and reliability of the provider's technology. Home Sponsors are to complete the required review elements during monitoring reviews.
- [7CFR 226.16(d)(4)(iii)(C)] Iowa SA requests a waiver to the requirement stating at least one review must be made during each new facility's first four weeks of Program operations, due to the unpredictability of sponsor staffing and the provider's child care business during the continued COVID-19 pandemic.

Specify training and technical assistance measures the State agency will use to assist Program operators and ensure that Program requirements are met.

Centers

- To ensure organizations receive current information, communications will continue through regular emailed CACFP updates, an annual conference (most likely virtual in FY 2020-21 as it was in FY 2019-20) and by providing technical assistance via phone, email and virtual meetings. An extensive variety of on-line training opportunities that cover all aspects of CACFP operation are available

24/7 on the Iowa Learning Online Professional Development Website, CACFP Resources Google site and Department of Education website.

Home Sponsor Organizations

- Technical assistance, home sponsor memos, and virtual training events will be planned by the Iowa SA for home sponsors during FY2020-21 to maintain contact with sponsors, and provide guidance to ensure compliance with CACFP regulations and integrity.
- Sponsor reported administrative costs are monitored by the SA during the FY.

Expected Outcomes: This waiver will decrease the administrative burden for the State agency and CACFP participants and allow for efficient and effective oversight of program operations. No change will need to be made to current technology systems as a result of this waiver.

Strategies to minimize duplicative Program oversight activities (NSLP/SFSP and CACFP)

- Careful review of SFSP application submission to identify potential areas of duplication within a sponsor organization or between sponsors in a similar community.
- Ongoing communication between NSLP, SFSP, and CACFP consultants regarding program sponsors and operations across the state.
- Ongoing communication with program sponsors about program requirements and strategies to prevent duplication.
- Provision of resources to sponsors to utilize in communication with families.

5. Specific Program requirements to be waived (include statutory and regulatory citations). [Section 12(l)(2)(A)(i) of the NSLA]:

National School Lunch Program (NSLP):

Iowa is requesting to waive [7 CFR 210.18(c)] Timing of administrative reviews and cycle. As a result, all of the following regulations related to the NSLP administrative are also to be waived:

- [7 CFR 210.10(h)(2)] Requirement to review trans fat
- [7 CFR 210.18(e)] Number and type of schools to review, including Seamless Summer Option review requirement.
- [7 CFR 210.18(f)] Scope of review.
- [7 CFR 210.18(i)(3)] Notification time frames (review reports, etc.).
- [7 CFR 210.18(l)] Fiscal Action.
- [7 CFR 210.18(m)] Transparency requirements.
- [7 CFR 210.18(n)] Reporting requirements.
- [7 CFR 210.18(p)] Appeals process and deadlines.
- [7 CFR 210.19(a)(5)] Food Service Management Company (FSMC) review cycle requirements.
- [7 CFR 245.11 (a)-(b)] Notification of second review of applications.

Summer Food Service Program (SFSP):

[7 CFR 225.7(d)] Program monitoring and assistance:

- [7 CFR 225.7(d)(2)(ii)(A)] Review new sponsors within the first year of operating.

- [7 CFR 225.7(d)(2)(ii)(B)] Annually review sponsors whose reimbursements count as half the aggregate from the previous year.
- [7 CFR 225.7(d)(2)(ii)(E)] Conduct reviews of at least 10 percent of each sponsor's sites or one site, if that's greater.
- [7 CFR 225.7(d)(2)(iii)(6)] Inspect FSMC facilities.

SFSP Sponsoring Organizations:

- [7 CFR 225.15(d)(2)] Visit sites at least once during the first week of operation.
- [7 CFR 225.15(d)(3)] Review food service operations at each site at least once during the first four weeks of operation.

Child and Adult Care Food Program (CACFP):

Center and home programs

- [7 CFR 226.6(m)(2)] Review priorities.
- [7 CFR 226.6(m)(3)] Review content:
 - (i) Recordkeeping [7 CFR 226.15(e)]
 - (iii) Administrative costs;
 - (vi) Compliance with the requirements for annual updating of enrollment forms;
 - (vii) If an independent center, observation of a meal service (virtual encouraged)
 - (x) If a sponsoring organization, implementation of a household contact system
 - (xii) All other Program requirements.
- [7 CFR 226.6(m)(4)] Review of sponsored facilities (waive unannounced).
- [7 CFR 226.6(m)(6)] Frequency and number of required institution reviews. Annually review at least 33.3% of all institutions according to the schedule:
 - (i) Review independent centers and sponsoring organizations of 1 to 100 facilities at least once every three years and include reviews of 10% of their facilities;
 - (ii) Review sponsoring organizations with more than 100 facilities at least once every two years and include reviews of 5 percent of the first 1,000 facilities and 2.5 percent of the facilities in excess of 1,000; and
 - (iii) Review new institutions that are sponsoring organization of five or more facilities within the first 90 days of Program operations.

Center-based organizations

- [7 CFR 226.11(c)(4)] Claiming reimbursement for meals served by a for-profit child care center or a for-profit outside-school-hours care center during a calendar month in which less than 25 percent of the children in care (enrolled or licensed capacity, whichever is less) were eligible for free or reduced-price meals or were Title XIX or XX beneficiaries - If a for-profit organization, already approved to participate in CACFP, drops below 25% free and reduced due to attendance variabilities due to COVID-19, the organization will be allowed to claim.

- [7 CFR 226.23(h)] Verification of 100% verification of free and reduced applications reduced to a minimum of 10% of income applications for center-based organizations (the same threshold required for home sponsor reviews at [7 CFR 226.23(h)(1)]).

CACFP Sponsoring Organizations:

- [7 CFR 226.16(d)(1)]: Pre-approval visits.
- [7 CFR 226.16(d)(4)(i)] Reviews that assess whether the facility has corrected problems noted on the previous review(s) and an assessment of the facility's compliance with:
 - [7 CFR 226.16(d)(4)(i)(F)] The annual updating and content of enrollment forms (if the facility is required to have enrollment forms on file, as specified in §§226.15(e)(2) and 226.15(e)(3)).
- [7 CFR 226.16(d)(4)(ii)] Reconciliation of meal counts.
- [7 CFR 226.16(d)(4)(iii)] Frequency and type of required facility reviews. Review each facility three times each year, unless averaging. In addition:
 - (A) At least two of the three reviews must be unannounced;
 - (B) At least one unannounced review must include observation of a meal service;
 - (C) At least one review must be made during each new facility's first four weeks of Program operations; and
 - (D) Not more than six months may elapse between reviews.
- [7 CFR 226.16(d)(4)(iv)] Notification of unannounced reviews.

6. Detailed description of alternative procedures and anticipated impact on Program operations, including technology, State systems, and monitoring:

National School Lunch Program:

Iowa has 27 RCCIs and 6 public and nonpublic schools operating NSLP as of November 1, 2020. A “gap year” will allow the SA to maintain a consistent review cycle for all SFAs.

The SA will continue to monitor claims submitted by the SFAs operating SBP/NSLP.

SFAs that operate SBP/NSLP will be monitored to ensure compliance with program regulations such as verification and food safety inspections.

The SA will be available to provide technical assistance to the SFAs that continue to operate SBP/NSLP.

No change will need to be made to current technology systems as a result of this waiver.

This waiver will significantly decrease administrative burden and allow for efficient and effective oversight of program operations.

Summer Food Service Program

The SA will continue to review those sponsoring organizations that traditionally participate in the SFSP. Ongoing technical assistance will be provided on the SFSP to all SFAs and community organizations through a variety of means including one on one calls, regional zoom meetings, monthly webinars, webcasts and the development of resource materials.

The SA application and claims system, IowaCNP, has edit checks in the system to ensure claims align with the program operations that have been approved in the sponsor and site applications.

Trends in claim reimbursement will be monitored by SA Nutrition consultants

The SA will work to develop and/or fine tune the policies and procedures that are in place to ensure that steps are in place for program compliance and integrity.

This waiver will significantly decrease administrative burden and allow for efficient and effective oversight of program operations. No change will need to be made to current technology systems as a result of this waiver.

Child and Adult Care Food Program

The SA will continue to do reviews through desk audits and virtually but will determine if the review should be delayed to the next FY if organization situations warrant it. Continued efforts to provide technical assistance and on-line training will be provided as needed and requested to help participating organizations.

CACFP claims will continue to be monitored by SA staff. The SA's online program has edit checks to prevent errors in submitting applications (organization and site), reporting meals claimed for centers and home providers, as well as an edit check to prevent home sponsor organizations from submitting administrative costs if the budget line has not been approved.

CACFP policies and procedures will continue to be refined to ensure program compliance and integrity.

No change will need to be made to current technology systems as a result of this waiver.

This waiver will significantly decrease administrative burden allowing for efficient and effective oversight of program operations to maintain integrity.

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]:

Iowa does not have any State statutory or regulatory barriers that apply to this waiver request.

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

No challenges for State or sponsoring agencies are anticipated in implementation of this waiver.

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(I)(1)(A)(iii) of the NSLA]:

The requested waiver does not impact the overall cost of the program to the State or Federal government.

10. Anticipated waiver implementation date and time period:

This waiver will be implemented immediately upon receiving approval; be retroactive to the beginning of each program's 2020-21 year; and, continue through June 30, 2021 for NSLP and through September 30, 2021 for CACFP and SFSP.

11. Proposed monitoring and review procedures:

The Iowa State Agency will continue to carry out normal SA monitoring using desk and virtual reviews for CACFP and SFSP organizations, if feasible. Participating organizations found to have noncompliance issues as related to this waiver will work with the State agency on an individualized corrective action plan. The SA is requesting an Administrative Review (AR) "gap year" for SFAs operating SBP/NSLP. The NSLP AR cycle will resume in 2021-2022.

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

No later than December 31, 2021, the Department will report to FNS the following:

- Listing of resources developed, trainings and webinars conducted, and regional meetings held
- Number of SFSP and CACFP Administrative Reviews conducted

13. Link to or a copy of the public notice informing the public about the proposed waiver [Section 12(I)(1)(A)(ii) of the NSLA]:

<https://educateiowa.gov/pk-12/nutrition-programs/child-and-adult-care-food-program/cacfp-covid-19-waivers-and-flexibilities>

<https://educateiowa.gov/pk-12/nutrition-programs/school-meals-0>

14. Signature and title of requesting official:



Title: Kala Shipley, Bureau Chief

Requesting official's email address for transmission of response:

kala.shipley@iowa.gov

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(l)(1)(A)(ii) of the NSLA**

Regional Office Analysis and Recommendations:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.