

Appendix T

WiSP Waiver Training Burden Statement

The WiSP application will support current and future legislation providing FNS with waiver authority for WIC, FMNP, and SFMNP requirements managing the variety of waiver types available (e.g., pre-defined standard waivers, nationwide opt-in waivers, disaster related waivers, and to build custom ad hoc waiver requests). Waivers are requested on an as needed basis, and not all State agencies will request a waiver for a Program requirement. Waivers are authorized by specific legislation and may have a scope that only applies to some of the Programs.

This collection will use the information to ensure the efficient management of WIC, FMNP, and SFMNP waiver requests. The collection does not request personally identifiable information under the Privacy Act of 1974. Responses will be kept private to the extent provided by law and FNS regulations. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-XXXX. The time required to complete this information collection is estimated to be 3 hours of live training per respondent for waivers and again for State plans and the use of the recorded trainings throughout waiver and State plan processes. This burden is expected to decrease over time as respondents become familiar with the new application.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:

U.S. Department of Agriculture, Food and Nutrition Service,
Office of Policy Support,
1320 Braddock Place, 5th Floor, Alexandria, VA 22314.
ATTN: PRA (0584-XXXX).
Do not return the completed form to this address



Waivers and State Plans (WiSP) Waivers Module Presentation

State Agency Users

November 2024



Agenda

- Welcome & Objectives
- Introduction to WiSP
- System Requirements
- Key Features
- State Agency Portal - Demo
- Hands-On Activity
- Q&A



Welcome to WiSP Waivers for State Agency Users

Learning Objectives

At the end of this session, you will be able to:

Understand the purpose and functionality of the application.

Learn how to navigate the interface.

Perform key tasks using the application.



Introduction to WiSP



Background

Past 5 years – 2k waivers have been received

Waivers are processed manually

Waiver requests were submitted via email or paper form

Individual trackers developed for major events

Supporting docs stored in shared folders

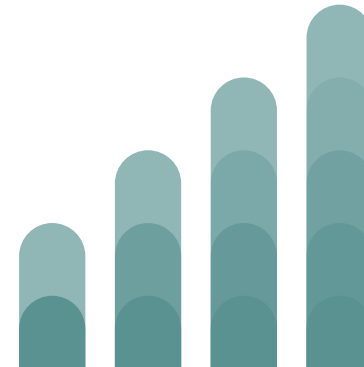
New WiSP

Automate processes

Centralized location

Save time

Better accuracy in results



System Requirements



Browser

- Edge
- Chrome



Access

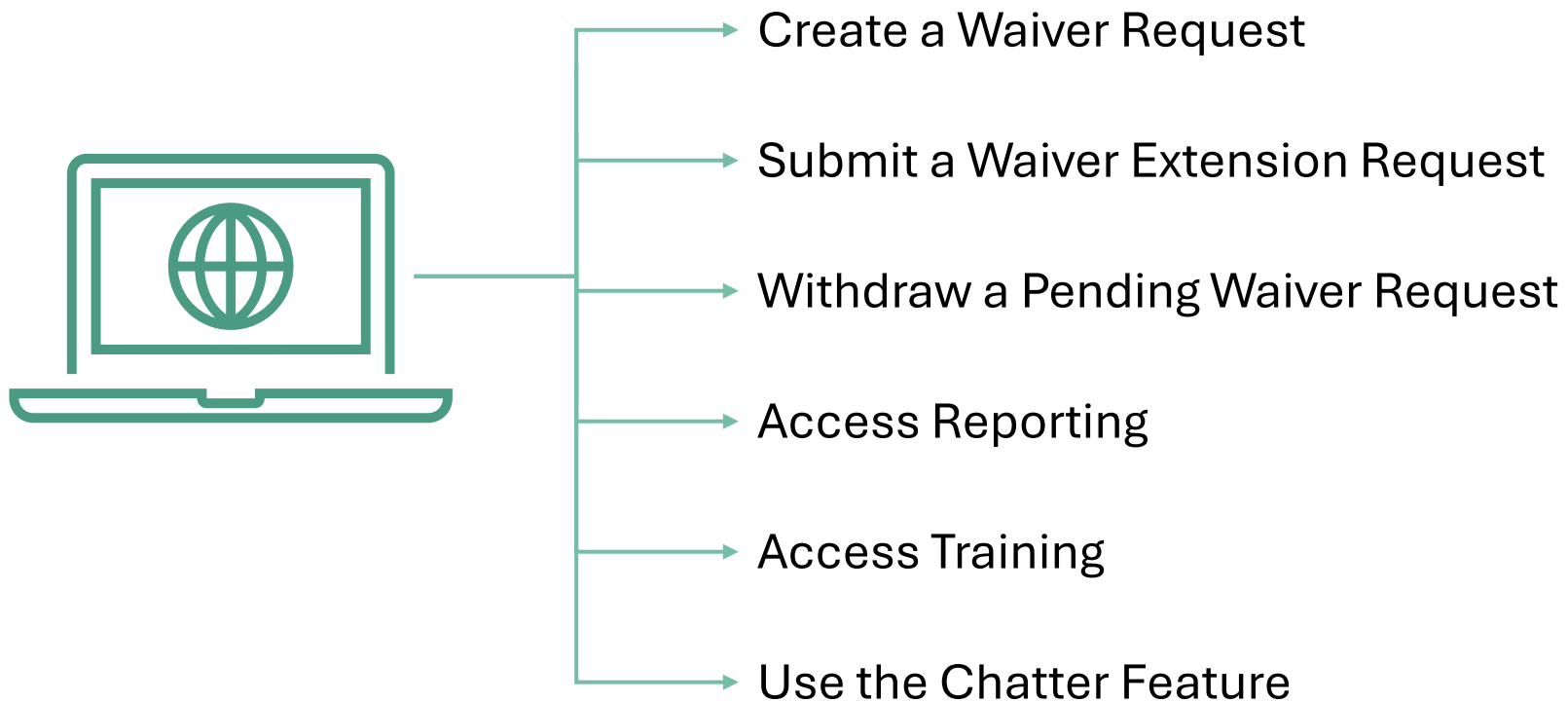
- PIV Card Required



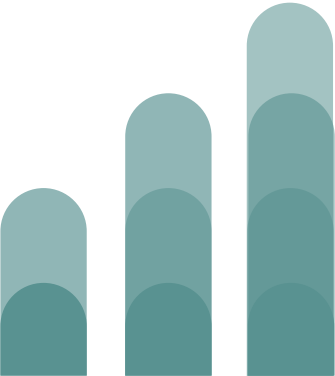
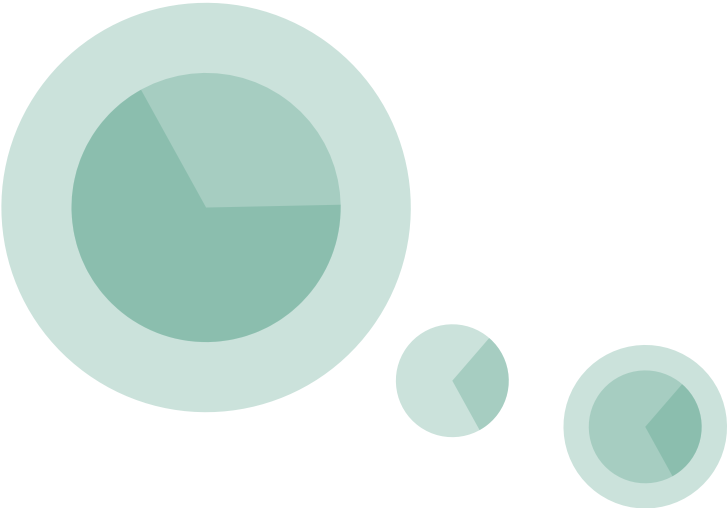
URL

- <https://fncs.my.site.com/wisp>

WiSP State Agency User Features



Waivers Module – State Agency Users

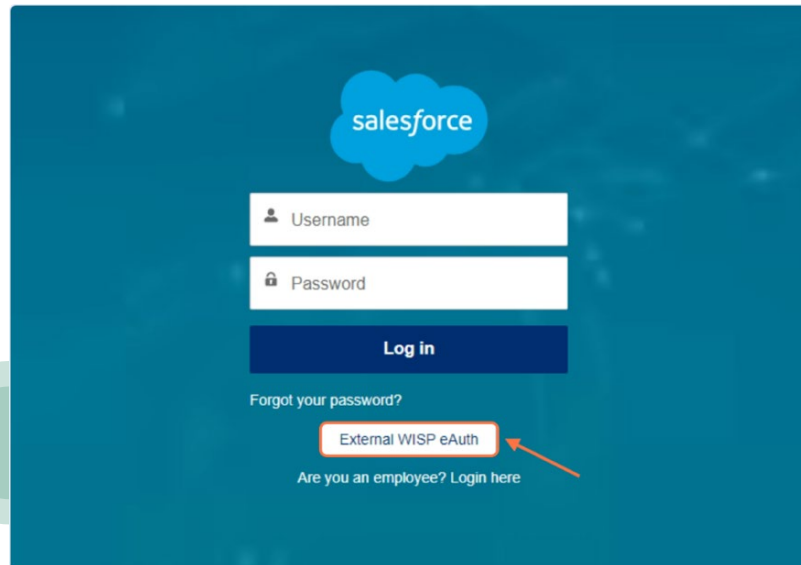


Login Process

The following steps walk users through the login process:

1. Click on the following link to access the SA Portal in WiSP.
 - <https://fncs.my.site.com/wisp>
3. Users are taken to the login screen. Select the **External WiSP eAuth** button.

Salesforce Sign-In Screen

A screenshot of the Salesforce Sign-In screen. The background is a solid blue color. At the top center is the Salesforce logo, which consists of a blue cloud shape with the word "salesforce" in white lowercase letters. Below the logo are two white input fields: the first is labeled "Username" with a small person icon to its left, and the second is labeled "Password" with a small lock icon to its left. Below these fields is a dark blue button with the text "Log in" in white. Underneath the button, the text "Forgot your password?" is displayed in a small, light blue font. Below that is a white button with the text "External WiSP eAuth" in blue. A red arrow points to this button from the right. At the bottom, the text "Are you an employee? Login here" is displayed in a small, light blue font.

salesforce

Username

Password

Log in

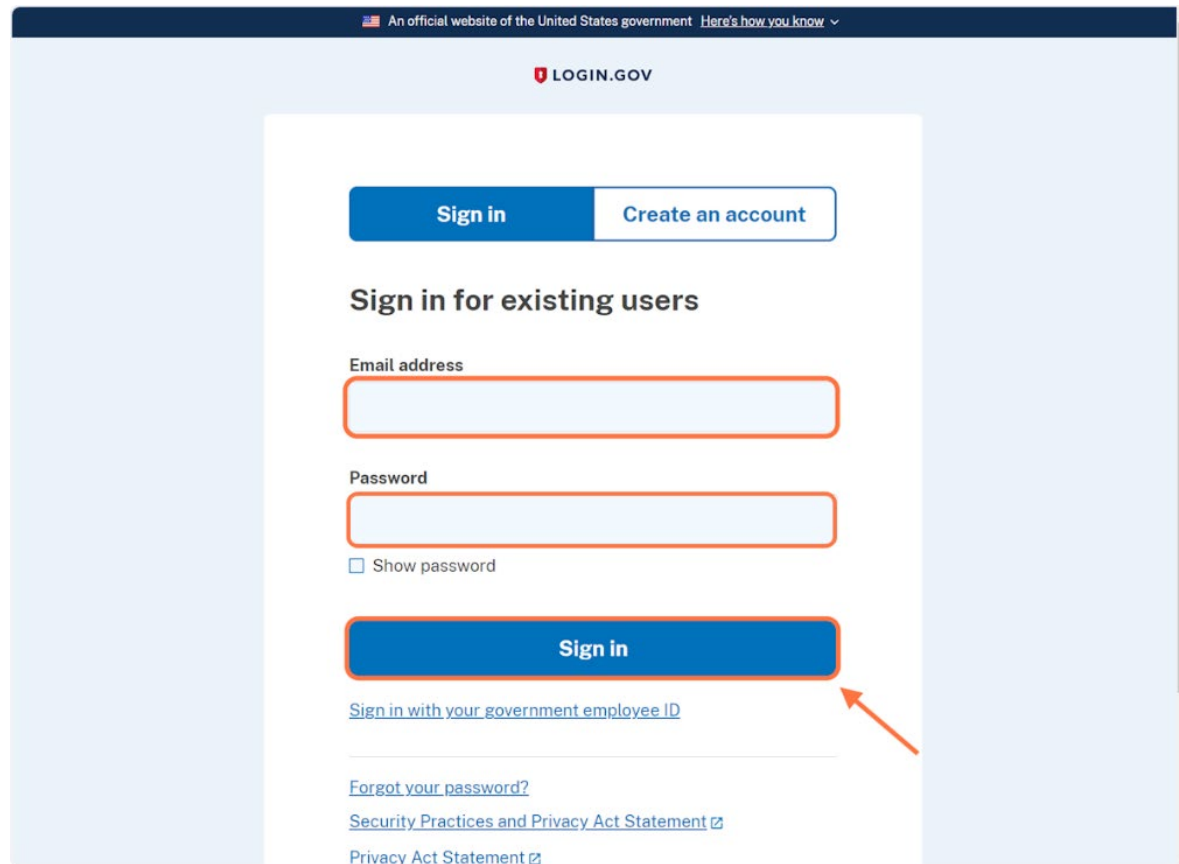
Forgot your password?

External WiSP eAuth

Are you an employee? Login here

Create Account

If the SA has not requested a login.gov account previously, they will need to click on the Create an account button and follow the instructions for requesting an account.

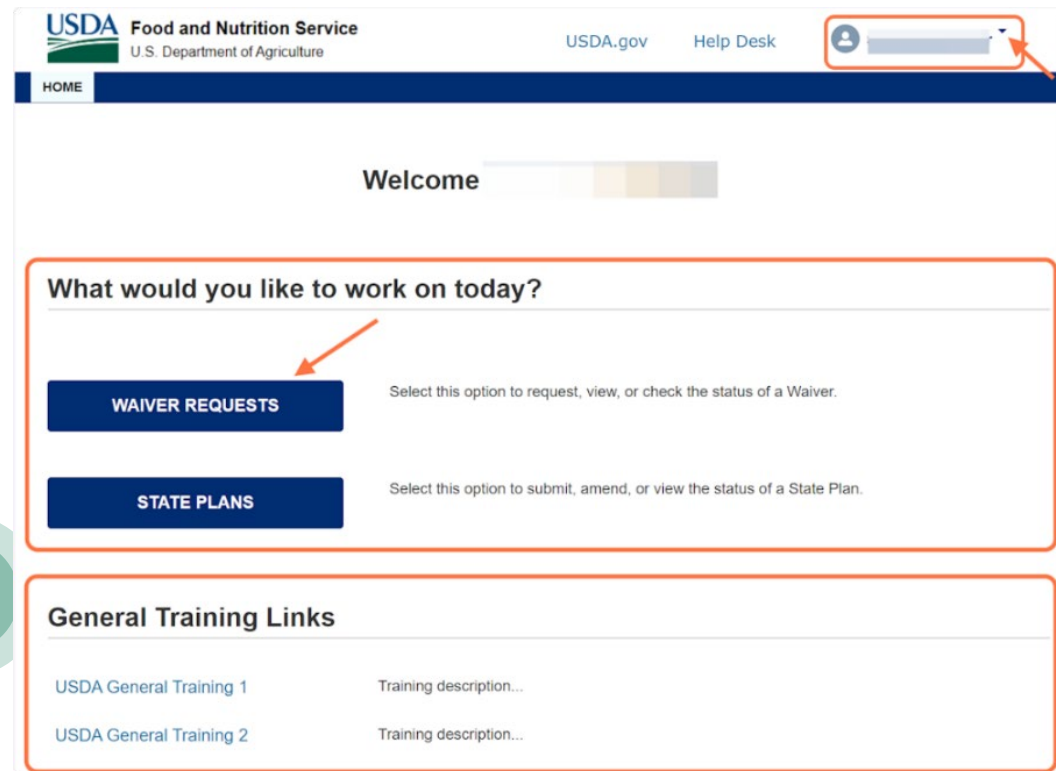


The screenshot shows the LOGIN.GOV website interface. At the top, there is a dark blue header with the text "An official website of the United States government" and a link "Here's how you know". Below the header, the "LOGIN.GOV" logo is displayed. The main content area features two buttons: "Sign in" (blue) and "Create an account" (white with a blue border). Below these buttons, the section "Sign in for existing users" is visible. It includes input fields for "Email address" and "Password", both outlined in orange. A checkbox labeled "Show password" is located below the password field. A blue "Sign in" button is positioned below the input fields, with an orange arrow pointing to it. Below the "Sign in" button, there are links for "Sign in with your government employee ID", "Forgot your password?", "Security Practices and Privacy Act Statement", and "Privacy Act Statement".

WiSP Home Screen

The Home screen includes the following features:

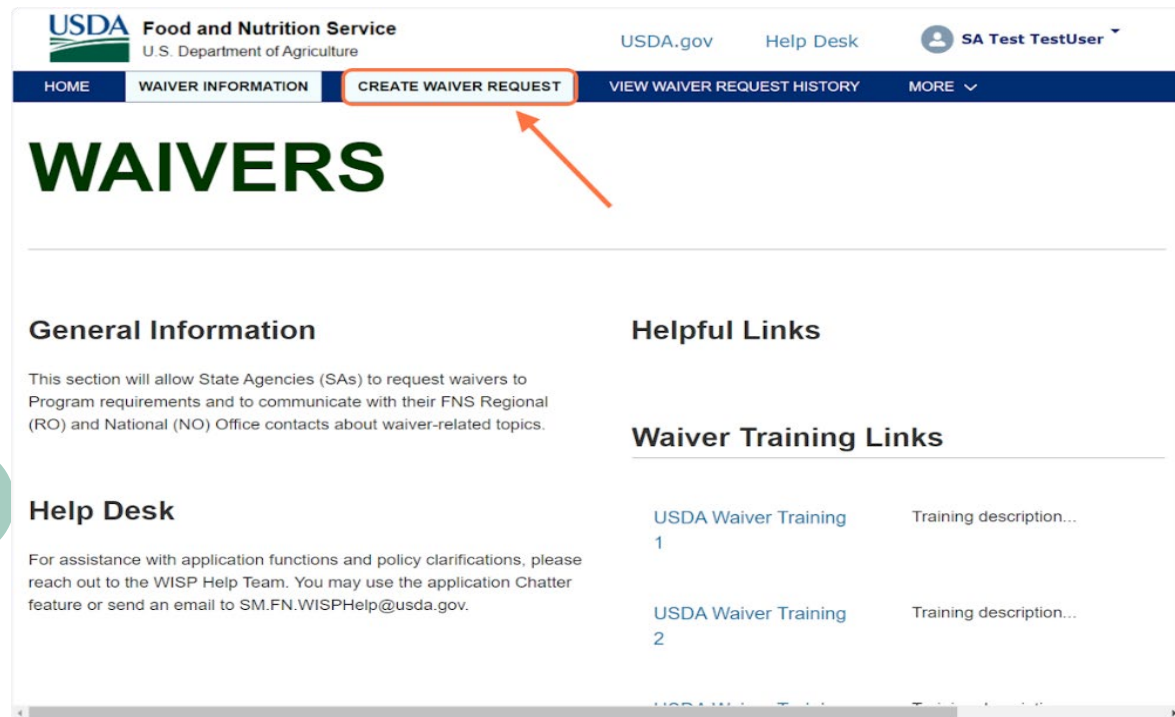
- Users can click on the Waiver Requests button under the “What would you like to work on today?” to either start creating a new waiver request or access waiver information on a previously submitted waiver.
- The General Training Links section displays links to all training information. Access to this training guide can be found in this section.
- On the Home screen, select the Waiver Requests button to navigate to the Waivers screen.



Waivers Screen

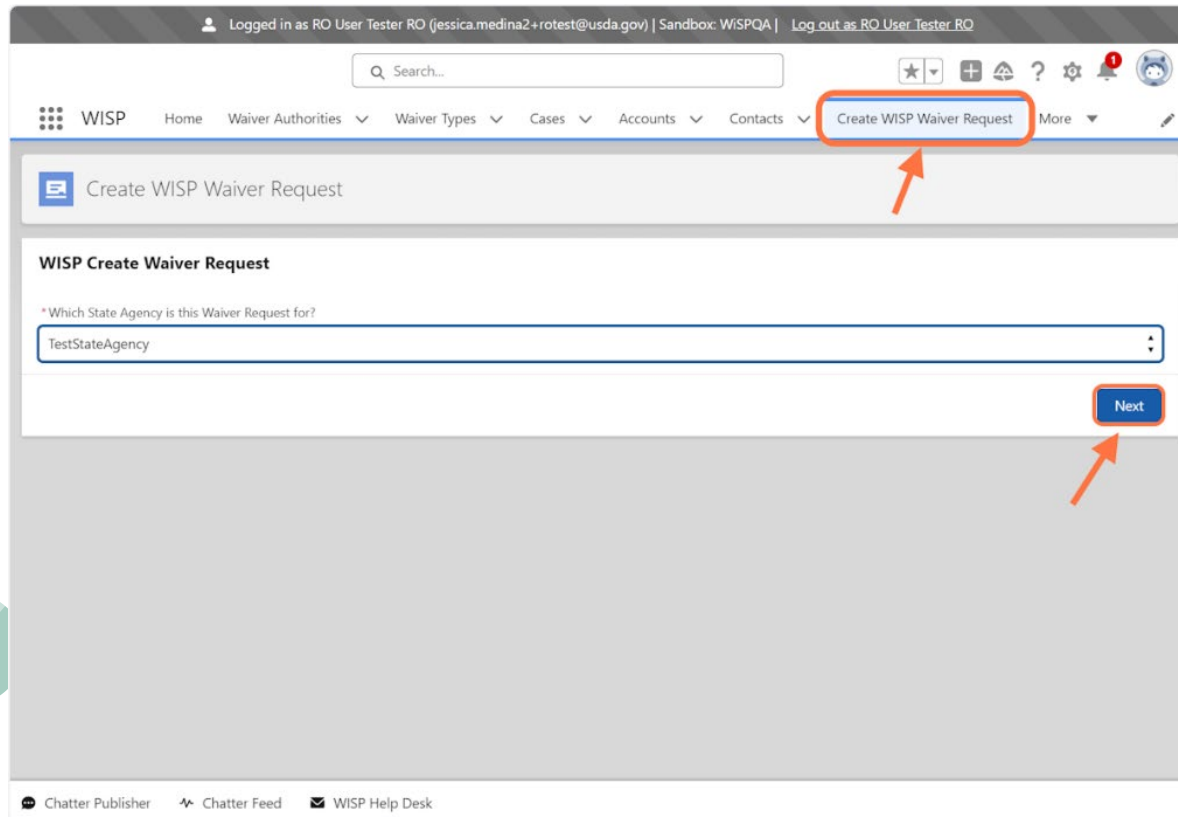
On the Waivers screen, users can select the **Create Waiver Request** tab to navigate to the Create Waiver Request form. Users are taken to the first screen of the WiSP Create Waiver Request form, which is a multi-screen form.

Please Note: By navigating to the **Create Waiver Request** tab on the top navigation panel on any screen in the system, you are taken to the **WiSP Create Waiver Request** form.



WiSP Create Waiver Request

You are taken to the first screen of the **WiSP Create Waiver Request** form, as shown below, which is a multi-screen form.



The screenshot shows a web application interface for creating a waiver request. At the top, a navigation bar includes a search bar and a menu with options like Home, Waiver Authorities, Waiver Types, Cases, Accounts, Contacts, and a highlighted 'Create WISP Waiver Request' button. Below the navigation bar, the main content area is titled 'Create WISP Waiver Request'. It features a form with a dropdown menu labeled 'Which State Agency is this Waiver Request for?' and a 'Next' button. The form is currently displaying 'TestStateAgency' in the dropdown. The interface also includes a footer with links for Chatter Publisher, Chatter Feed, and WISP Help Desk.

Questions



Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE