Appendix J
Waiver Request Online Form

The following steps and screenshots show the data entry screens that a State agency User would see when requesting a WIC, FMNP or SFMNP Waiver within WiSP. These have been extracted from the draft WiSP User Guide a of 1/29/2025, and show the fields from the actual screens. Step wording extractedis the minimum necessary to understand the step, the use guide may contain additional or more detailed wording.

NOTE: Historically, SFMNP has not had any waivers authorized, however, since WiSP supports all three Programs the functionality has been built to allow for a potential future SFMNP waiver.

1. SA authorized users will be taken to the WiSP **Home** screen upon login. On the **Home** screen, select the **Waiver Requests** button to navigate to the Waivers screen.
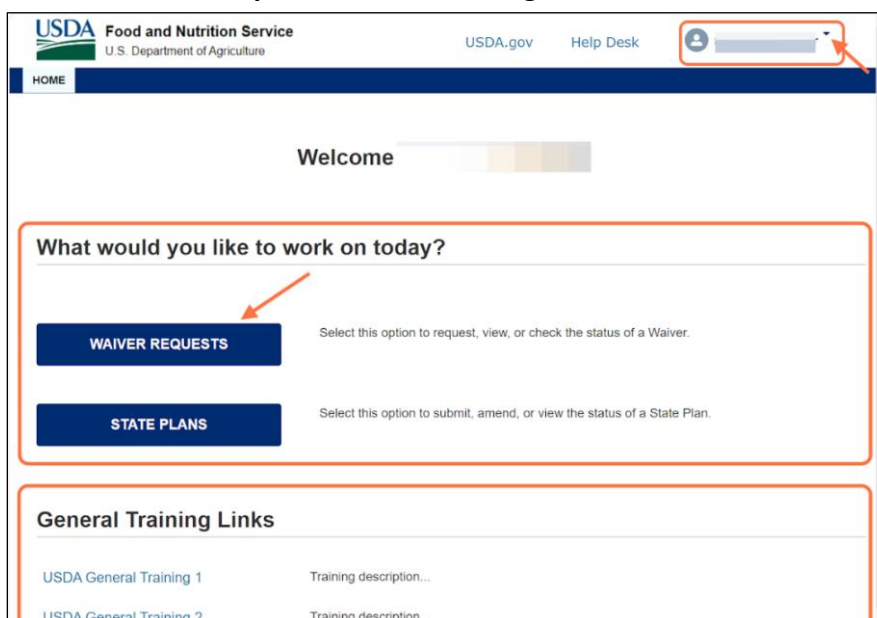
2. On the Waivers screen, users can select the **Create Waiver Request** tab to navigate to the Create Waiver Request form.
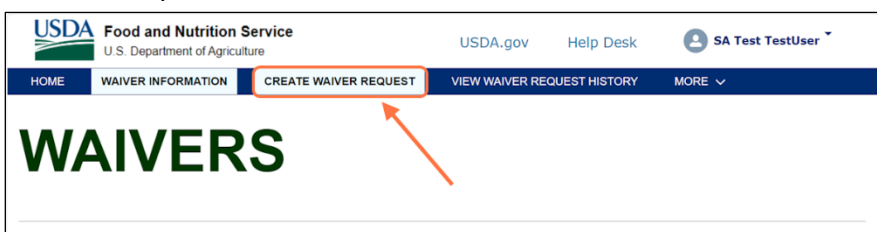
3. The WiSP Create Waiver Request form is a multi-screen form. The first screen displays 2 fields and a Category Summary & Citations, which is based upon the selections made in the two fields. These are the fields and options by Program available to be selected for the first screen of this form:
   a. Which Program are you requesting a waiver for?: WIC, FMNP, or SFMNP (single choice)

b. What Event is the State Agency Experiencing? (WIC or FMNP): Major Disaster Declaration, Emergency Declaration, Supply Chain Disruption, or Public Health Emergency (single choice)

c. What Event is the State Agency Experiencing? (SFMNP): Major Disaster Declaration (single choice)

4. The second screen of the WiSP Create Waiver Request form displays 1 field and a section that shows a Waiver Summary and Waiver Authority description, which is based upon the selection made in the field. This is the field and options by Program available to be selected for the first screen of this form:

a. Which of these best describes the type of wavier the State Agency is requesting? (WIC): Administrative, Benefits, Certification, Food Package, Infant Formula, Monitoring, Vendor Management, or Other (single choice)

b. Which of these best describes the type of wavier the State Agency is requesting? (FNMP or SFMNP): Administrative, Benefits, Certification, Monitoring, Farmer Management, Coupon/Food Instrument Management, or Other (single choice)

5. The third screen of the WiSP Create Waiver Request form displays 6 fields to be filled in by the State Agency user:

a. Waiver Title (required): Free text field to identify the waiver. Will be used in list views.

b. Citation (required): Free text field to identify the reason or legal authority for the waiver.

c. Description (required): Free text field to describe the exact Program elements to be waived or changed, and what the State agency would like to use instead.

d. Requested Waiver Start Date (required): The date the State agency is requesting for the waiver to start, entered by typing or via a calendar control button.

e. Requested Waiver End Date (required): The date the State agency is requesting for the waiver to end, entered by typing or via a calendar control button.

f. Additional Notes (optional): Free text field for adding additional information for FNS review.

6. The fourth screen of the WiSP Create Waiver Request form displays 1 field and supporting information and controls to allow the user to upload files in support of the waiver request. Attaching files is optional, however, if the State agency would like to attach one or more files there is a field required. Each file must be uploaded individually. This is the field, options available to be selected, and some notes on this feature:

a. Attachment Category (required): Data, Correspondence, and Supporting Information. (single choice)

b. Upload Files button: This will allow the user to search for a file to upload.

c. Or drop files: This area will accept a click and drag drop of a file.

d. NOTE: File formats accepted must be one of the following: *.pdf, *.docx, *.xlsx, *.zip, *.png, *.gif, or *.jpg.

7. If the State agency uploaded a file, a status window will be displayed letting them know it was uploaded. This pop-up contains a Done button which would be used by the user:
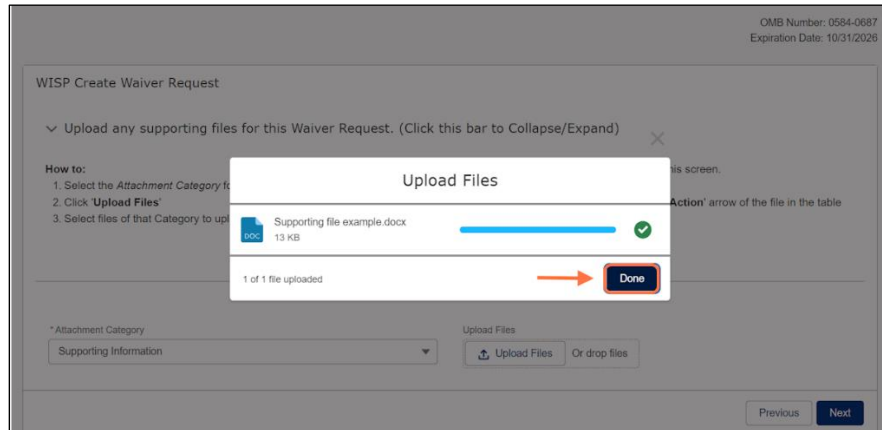
8. After each attachment, the user is returned to the fourth screen of the WiSP Create Waiver Request form, where the attached file is listed at the bottom of the screen:
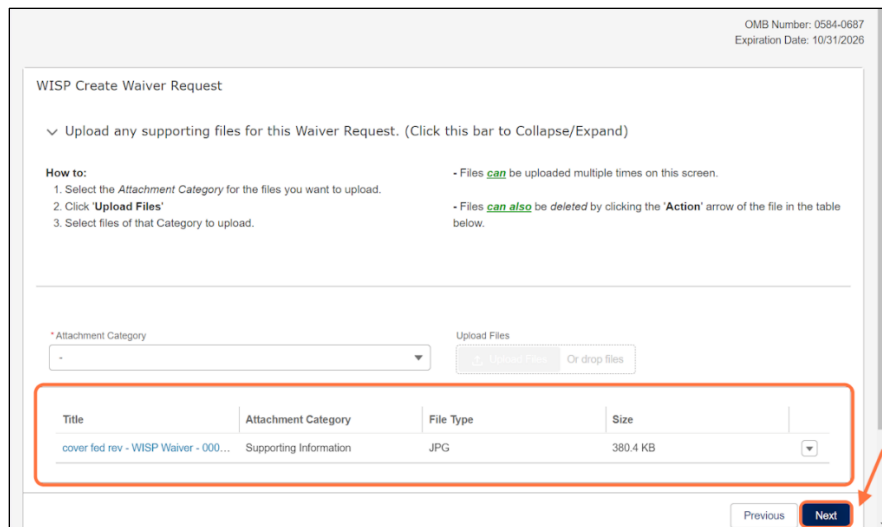
9. The fifth screen of the WiSP Create Waiver Request form displays a list of requirements that must be confirmed, based upon the waiver type selected. If the waiver type selected does not require a confirmation, then this screen is skipped:
   a. I have read and agree to the confirmation message above.: Checkbox field indicating a yes/no answer.

WISP Create Waiver Request

7 CFR 246.4(a)(30)
By proceeding with the waiver submission, you confirm that the submitted waiver meets the following requirements:
- The qualified administrative requirement cannot be implemented during any part of the emergency period or supply chain disruption.
- The waiver is necessary to serve participants.
- The waiver does not substantially weaken the nutritional quality of supplemental foods.
- The waiver does not impair any statutory or regulatory rights of participants of potential participants as set forth 7 CFR 246.8 and 7 CFR parts 15, 15a, and 15b.
- The waiver does not create new or additional eligibility requirements for participation.
- The waiver complies with Financial Management Systems – Internal Control.
- The waiver offers food substitution options with similar nutritional quality that provided the maximum, monthly allowance and do not create new supplemental food categories as set forth in 7 CFR 246.10(e)(12) Tables 1-4,
- The waiver meets additional requirements for request and approval by FNS.

☑ I have read and agree to the confirmation message above.

Previous   Next

10. The sixth and last screen of the WiSP Create Waiver Request form displays a confirmation message for the user, and allows them to create another request or view their list of waivers:

USDA **Food and Nutrition Service**
U.S. Department of Agriculture

USDA.gov   Help Desk   Michelle SA Test User

HOME   WAIVER INFORMATION   CREATE WAIVER REQUEST   VIEW WAIVER REQUEST HISTORY   MORE ∨

WISP Create Waiver Request

Your Waiver Request has been successfully completed and submitted to the Regional Office.

What would you like to do now?

Create New Waiver Request   View Waiver Request