OMB Control Number 0584-XXXX
Expiration Date: XX/XX/XXXX

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 average 2-3 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

USDA Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

Agenda

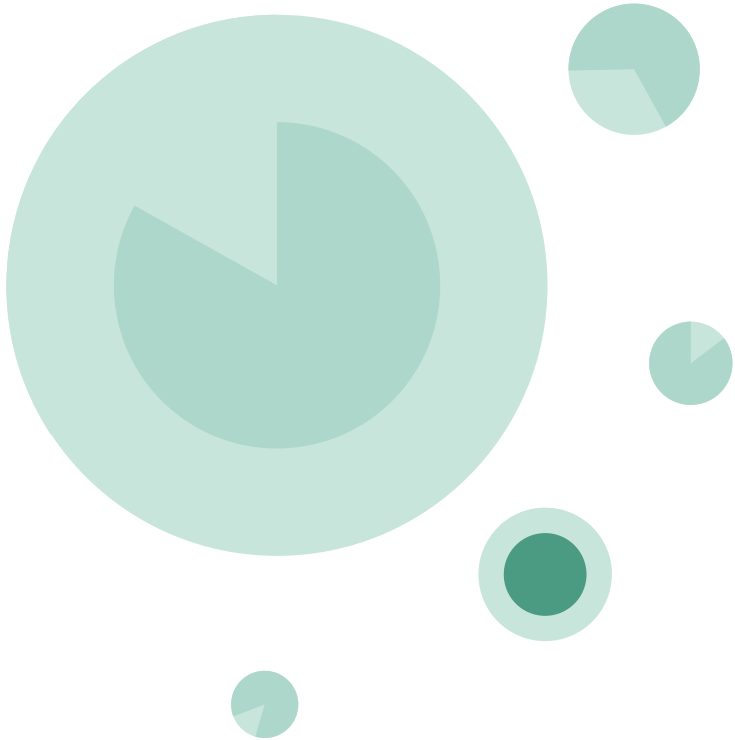
- Welcome & Objectives
- Introduction to WiSP
- System Requirements
- Key Features
- State Agency Portal - Demo
- Hands-On Activity
- Q&A

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

- Create a Waiver Request
- Submit a Waiver Extension Request
- Withdraw a Pending Waiver Request
- Access Reporting
- Access Training
- Use the Chatter Feature

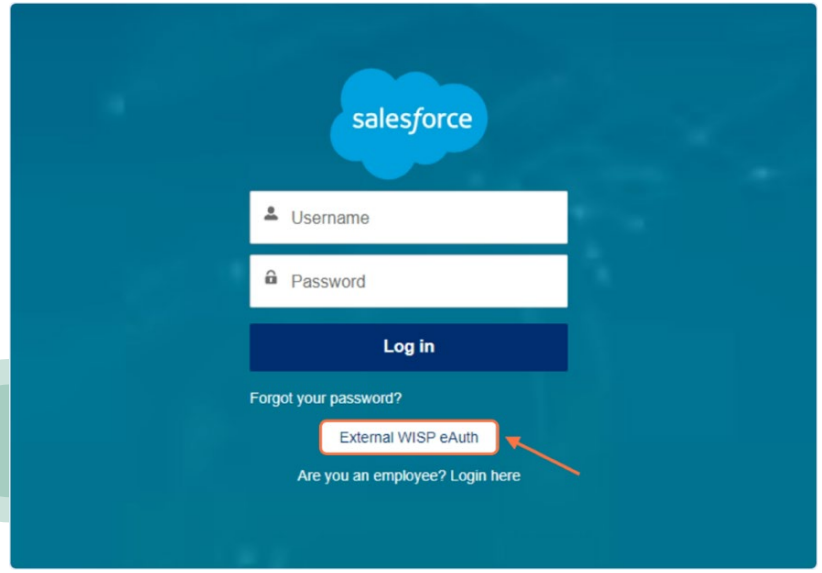
Waivers Module – State Agency Users

Login Process

The following steps walk users through the login process:

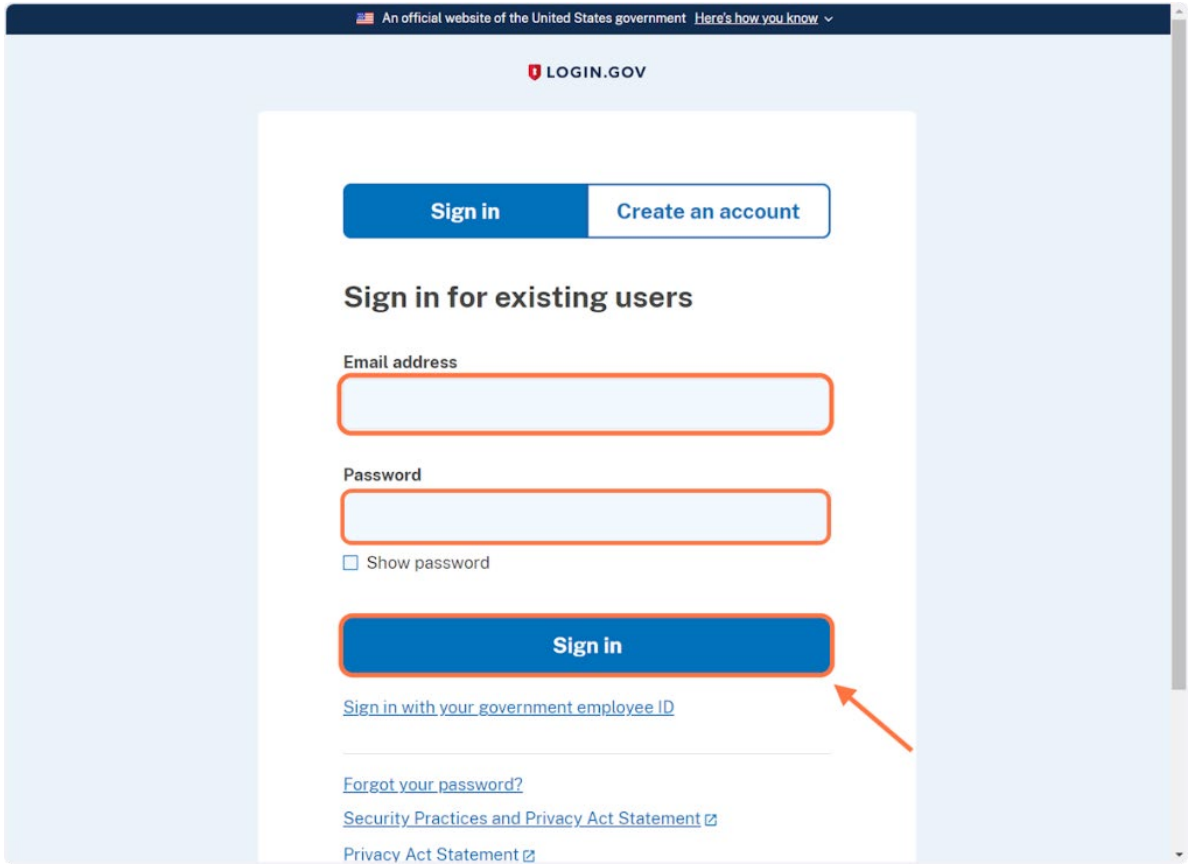
1. Click on the following link to access the SA Portal in WiSP.
    - https://fncs.my.site.com/wisp
3. Users are taken to the login screen. Select the **External WiSP eAuth** button.

Salesforce Sign-In Screen



Create Account

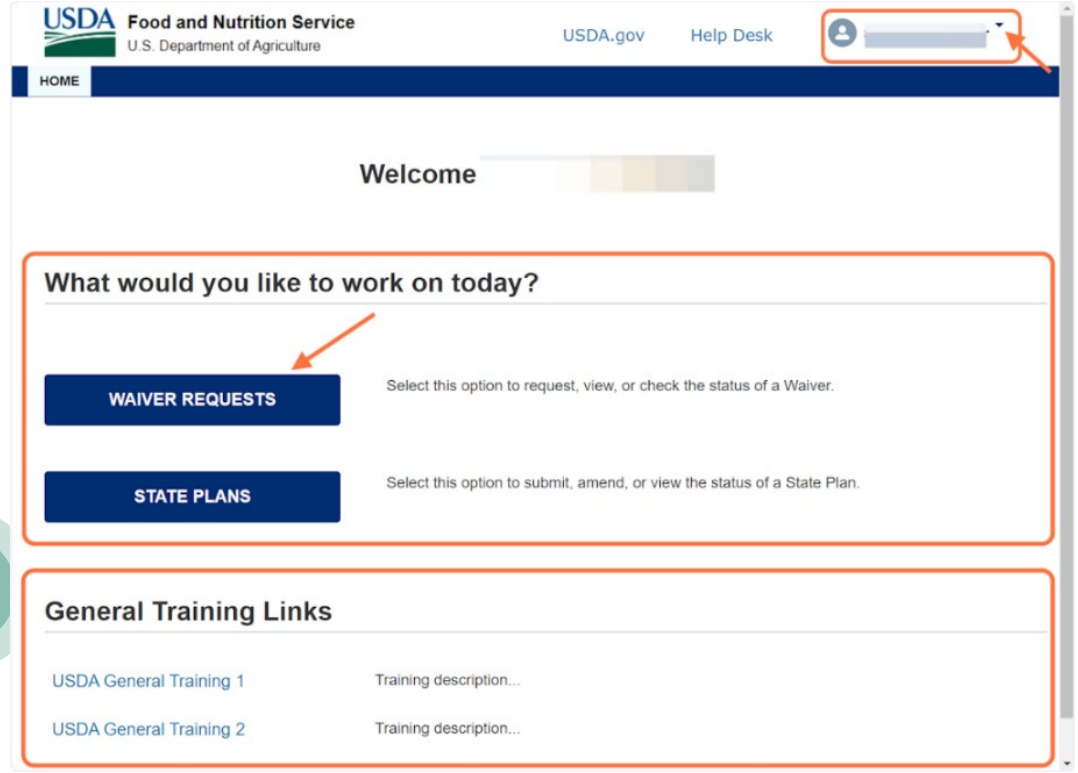
If the SA has not requested a login.gov account previously, they will need to click on the Create an account button and follow the instructions for requesting an account.



WiSP Home Screen

The Home screen includes the following features:

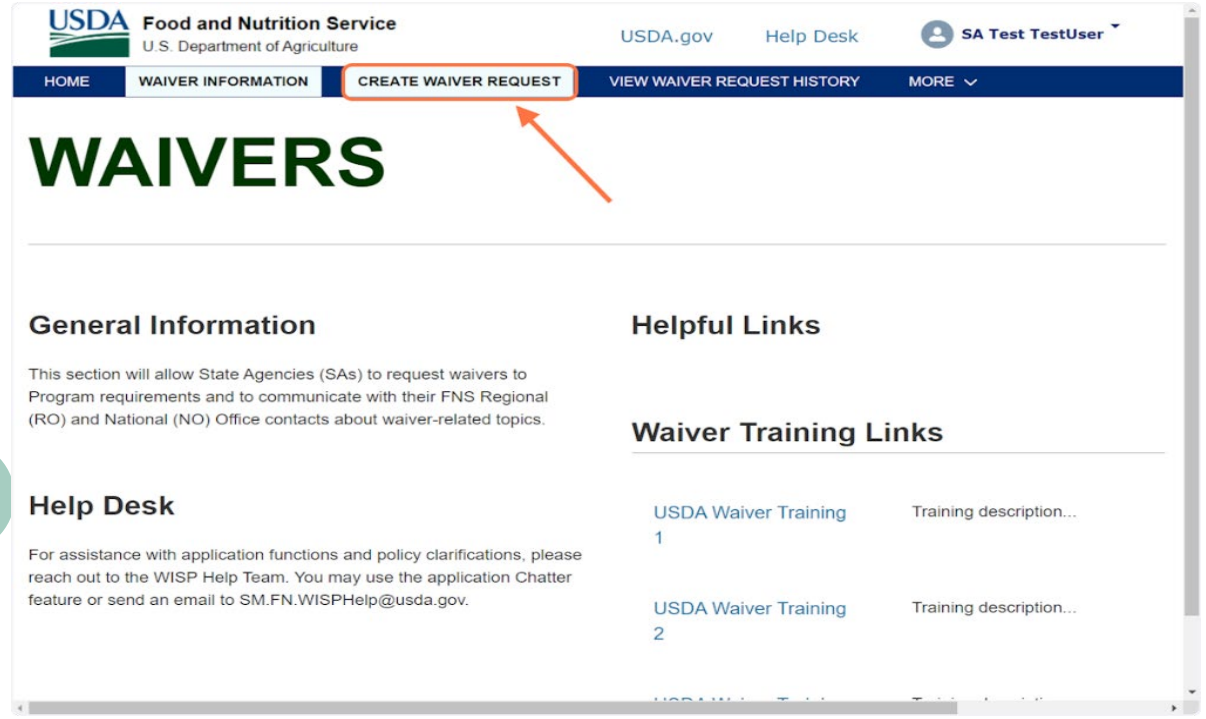
- Users can click on the Waiver Requests button under the “What would you like to work on today?” to either start creating a new waiver request or access waiver information on a previously submitted waiver.
- The General Training Links section displays links to all training information. Access to this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

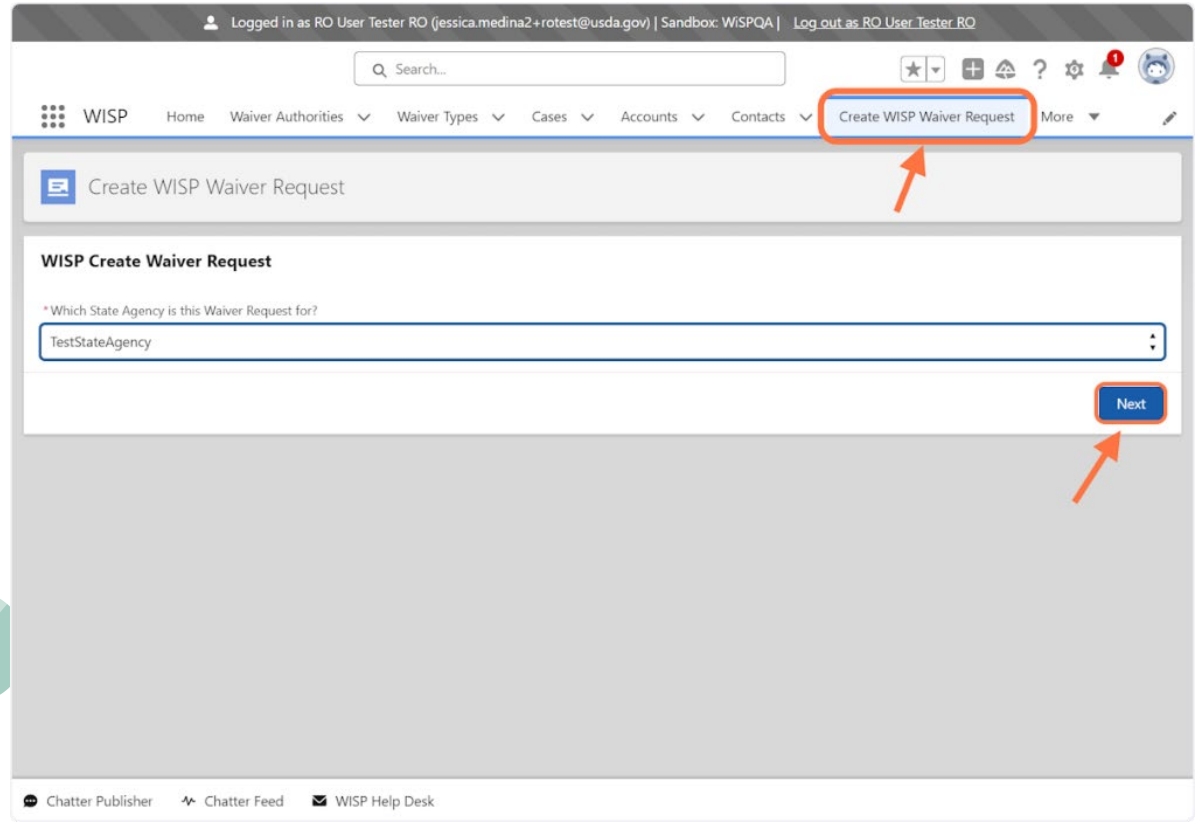
On the Waivers screen, users can select the **Create Waiver Request** tab to navigate to the Create Waiver Request form. Users are taken to the first screen of the WiSP Create Waiver Request form, which is a multi-screen form.

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.



Questions