

# Exclusivity Waiver Template Instructions

*Please review all instructions carefully before completing the template form.*

## **General information**

The exclusivity waiver lists a partner's SNAP-Ed programming sites and the eligibility criteria used to qualify those sites as appropriate for SNAP-Ed programming. All planned programming sites must be included on the exclusivity waiver. While it is not necessary to obtain documentation of each participant's income level, justification of the proposed site as an acceptable SNAP-Ed location is required. As a guide, partners should use 185% of the federal poverty guidelines as a measure of low income; this level has been approved by FNS to allow for partnering between other FNS funded programs including WIC, school lunch, etc., that use similar guidelines to determine eligibility.

For example, if at least 50% of the students in a school are eligible for free or reduced price school lunch, (which represents income levels of 130% and 185% of the federal poverty level, respectively) the school is deemed appropriate for SNAP-Ed programming. If an emergency feeding site uses income-eligibility standards that would indicate that at least 50% of the people coming to the site are SNAP beneficiaries, that site would be eligible for SNAP-Ed programming.

## **Instructions for Returning Partners:**

Returning partners can use this template to prepare their Exclusivity Waiver (see detailed instructions for completing the waiver template under "Instructions for New Applicants" below), or may save time by running the STARtracks report entitled *Exclusivity Waiver for TRACKS Proposal*, exporting it to Excel, and updating it for FY 2011 as needed. Only users with Admin and Report permissions will have the option to compile reports. Sites can then be added or removed manually in the spreadsheet prior to submission. It might be helpful to deactivate any sites that have not had TRACKS programming in the past year and will not have programming in the coming fiscal year before beginning this process.

### **STAR Exclusivity Waiver Report Instructions:**

- A. Log in to STARtracks.
- B. On the STARtracks Home Page select "Compile Reports."
- C. From the Management menu on the Compile Reports screen, select "Exclusivity Waiver for TRACKS Proposal."
- D. From the "Project" list box, select the project name.
- E. Click on the "View" button.
- F. After the report generates, select "Excel" from the drop-down box labeled "Select a format" and then click on "Export."
- G. A box labeled "File Download" will appear with the question, "Do you want to open or save this file?" Click on "Open."
- H. To print the file, click on the Office button in the upper left corner of Excel, and then click on Print.

## **Instructions for New Applicants:**

### **General Information:**

- New applicants should use the [template](#) provided.
- Refer to the [Sample Exclusivity Waiver](#) for further assistance.

- Use the TAB, ENTER or arrow keys or your mouse to navigate around the editable portion of the form.
- Enter your full and official SNAP-Ed partner name where prompted for Partner Name.

### Completing Waiver Template:

Enter one complete row for every site where you are proposing to conduct SNAP-Ed programming in FY 2011:

- **County:** Enter the county in which the site is located.
- **Location Name:** Enter the full and official name of the site. Avoid acronyms and abbreviations, if possible. Please be specific. For example, list a school as “Hancock Elementary” rather than “Hancock”; list a church as “Good Shepherd Church” rather than “Good Shepherd.” List each site according to its primary function rather than how it might be used for SNAP-Ed. For example, if the Good Shepherd Church also serves as a food pantry, identify it as the Good Shepherd Church in the Location Name field (you will then have the opportunity to select “food pantry” in the Location Type field).
- **Street Address:** Enter the number and street where the site is located. P.O. and R.D boxes are not acceptable.
- **Location Type:** Click on the drop-down arrow and select the location type that best describes the type of programming you are planning to deliver at that site. Review the list carefully before making your selection. For example, if the site is a church with a food pantry and you are planning to deliver programming at the food pantry, then select “food pantry” as the location type.
- **Eligibility Criteria:** Enter the eligibility criteria used to qualify each site by completing both the waiver type and the percent detail columns. Please be specific.

**Waiver Type:** Click on the drop-down arrow and select the type of qualifying data you plan to use to demonstrate that the site is an eligible venue for SNAP-Ed programming (ie, school lunch program data).

**Percent Detail:** The percent detail refers to the percentage of the proposed audience that is qualified to receive SNAP-Ed using this type of waiver data. For example, if using School Lunch Program data to qualify a school, enter “School Lunch Program Data” in the “Waiver Type” column, and then enter the percentage of students enrolled in the free/reduced price lunch program for that school in the “% Detail” column (not the average enrollment for the school district). The following waiver types do not typically require percent detail information: SNAP offices/County Assistance Offices, food banks/pantries, soup kitchens, and public housing sites managed by a local housing authority. For these waiver types, please state, “Income verification process meets SNAP criteria.”

- **MOU Reference Code:** Enter the reference code from the MOU that covers this site. This code allows the ME to more efficiently reconcile the waiver form with the corresponding MOUs. Certain sites do not require an MOU (County Assistance Offices and sites that are owned or operated by the applying agency/organization). For County Assistance Offices, please state, “N/A – SNAP site.” For sites that are owned or operated by the applying agency/organizations, please state, “N/A – partner site.”

### Printing your waiver

The Exclusivity Waiver template was intended to accommodate projects with large numbers of programming sites. To avoid printing out blank pages at the end of your waiver, do the following:

- After entering your sites, highlight the rows containing your site data.
- With your data highlighted, click on *File-Print Area-Set Print Area* from the main menu at the top of the screen.