

# Exclusivity Waiver Instructions

## FY 2013 Request for Partners

### General information

The exclusivity waiver lists a partner's SNAP-Ed programming sites and the eligibility criteria used to qualify those sites 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. Sites at which at least 50% of clients have income levels at or below 185% of the federal poverty guidelines qualify for SNAP-Ed programming. This income criterion has been approved by FNS to allow for programming to reach SNAP recipients and others who may be eligible for SNAP.

For example, if at least 50% of 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 qualifies for SNAP-Ed programming. If an emergency feeding site uses income-eligibility standards that are  $\leq$ 185% poverty level, that site qualifies for SNAP-Ed programming.

### Instructions for Returning Partners

Returning partners must create their exclusivity waiver, including addition of new sites for FY13, using the STARtracks reporting system. Training will be provided on **February 3, 2012**. (STARtracks users need Admin permission level to create the exclusivity waiver.)

### Instructions for New Applicants

New applicants should contact the TRACKS Management Entity (ME), [panutritiontrack@psu.edu](mailto:panutritiontrack@psu.edu), to obtain an exclusivity waiver form in Excel format. Instructions will be provided with the form. The following information must be included for each proposed program delivery site:

- **Location Name:** Obtain the full and official name of the site. Avoid acronyms and abbreviations, if possible. Be specific: for example, list a school as "Hancock Elementary" rather than "Hancock"; list a church as "Good Shepherd Church" rather than "Good Shepherd."
- **Address:** Street address, city, zip code, and county where the site is located. P.O. and R.D boxes are not acceptable.
- **Target Audience Track:** The target audience track you will program to at each site, e.g. Preschool, School-Age, or Adult/Senior.
- **Setting and Location Type:** *Setting Type* describes a site's general purpose, while *Location Type* indicates its SNAP-Ed purpose. For example, a food pantry operated in a church will have a *Setting Type* of church, while its *Location Type* (SNAP-Ed purpose) is a food pantry. A list of typical setting and location types will be provided to help you categorize sites based on type of planned programming.
- **Eligibility Criteria:** Income criteria used to qualify each site must be provided on the following two elements:
  - **Waiver Type:** The type of qualifying data you obtained to verify that the site is an eligible venue for SNAP-Ed programming (e.g. school lunch data, census data).
  - **Percent Detail:** The percent detail refers to the percentage of the proposed audience that is qualified to receive SNAP-Ed using the type of waiver data indicated. For

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example, if using School Lunch data to qualify a school, you will need to obtain the specific percentage of students enrolled in the free/reduced price lunch program for that school (not the average enrollment for the school district). The following waiver types do not typically require percent detail information: Supplemental Nutrition Assistance Program offices/County Assistance Offices, food banks/pantries, and public housing sites managed by a local housing authority.

- **MOU Reference Code:** 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).