



## Start Smart Utah Program Waiver Proposal Rubric

School name:	
Date waiver proposal received:	
Date response is due (30 days from receipt):	
Waiver Proposal Review Committee Member:	

Waiver Proposal Requirements	Scoring Complete/Incomplete	Required Supporting Documentation	USBE Waiver Committee Notes/Comments
A complete proposal has been submitted including the cover sheet and all requested documentation for at least one hardship.	Yes _____ No: _____  If no, application must be denied.		
The LEA held a public meeting with their school or district board and a vote was in favor of applying for a breakfast program waiver.	Yes _____ No: _____  If a meeting did not take place or the vote was not in favor of a waiver, the application must be denied.	Submissions must include meeting minutes from the board meeting. This must include proof of a vote and what the results were for the vote.	
Information on the cover sheet is answered and complete for at least one hardship.	Yes _____ No: _____	Supporting documentation must be complete and submitted with the proposal for at least one hardship.	
Identify the type of hardship indicated in waiver proposal.	Financial: __ Logistical: __		

<b>Financial Hardship Documentation</b>	
Waiver committee member will select applicable options below:	
<input type="checkbox"/> A cost benefit analysis was submitted that demonstrates the current foodservice accounts standing and that it cannot support a breakfast program. <input type="checkbox"/> Other documentation. <input type="checkbox"/> No documentation submitted.	
Unacceptable	Acceptable
<ul style="list-style-type: none"> <li>- Statements of assurance without supporting documentation.</li> <li>- Incomplete documentation.</li> <li>- Stating initial startup costs alone may lead to a negative balance is insufficient</li> </ul>	<ul style="list-style-type: none"> <li>- Proposal demonstrates site developed a thoughtful, appropriate, and reasonable implementation plan.</li> <li>- Analysis demonstrates all funds from the nonprofit school food service account were considered in calculations.</li> </ul>

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<p>justification for a sustained financial hardship.</p> <ul style="list-style-type: none"> <li>- Proposal does not demonstrate site developed a thoughtful, appropriate, and reasonable implementation plan.</li> </ul>	<ul style="list-style-type: none"> <li>- Analysis considers all basic costs for program implementation including but not limited to staff, equipment, food, and supplies                             <ul style="list-style-type: none"> <li>o Anticipated labor and equipment costs are itemized to demonstrate anticipated costs are reasonable.</li> </ul> </li> <li>- Analysis includes anticipated revenue and funds available for program support. Revenue and funds include but are not limited to meal payments, meal reimbursement, grants, general funds, etc.                             <ul style="list-style-type: none"> <li>o Proposal indicates grant opportunities explored and briefly explains why they are unavailable or unattainable.</li> </ul> </li> <li>- The demonstrated deficit is substantial and sustained. The deficit is significant enough the nonprofit school food service account will not financially recover and operate in good standing. Examples include:                             <ul style="list-style-type: none"> <li>o Projections indicate the school food service account will not recover overtime. Data shows a minimum of two-year period.</li> </ul> </li> </ul>
<p>Waiver committee member will select only one option below:</p>	
<input type="checkbox"/> Unacceptable documentation was submitted.	<input type="checkbox"/> Proposal met all acceptable criteria.
<p>Comments:</p>	

<b>Logistical Hardship Documentation</b>	
<p>Waiver committee member will select applicable options below:</p>	
<input type="checkbox"/> Documentation indicating the facility is unable to support food service. <input type="checkbox"/> Other documentation. <input type="checkbox"/> No documentation submitted.	
Unacceptable	Acceptable
<ul style="list-style-type: none"> <li>- Statements of assurance without supporting documentation.                             <ul style="list-style-type: none"> <li>o Simply stating inadequate facility and equipment is not acceptable.</li> </ul> </li> <li>- Incomplete documentation.</li> <li>- Documentation not provided to support reported logistical hardship.</li> </ul>	<ul style="list-style-type: none"> <li>- At least three attempts to find a viable vendor with supporting records.</li> <li>- Inadequate facility to support program implementation with documentation to show the situation is permanent. Documentation examples include photos, building blueprints, etc.</li> </ul>

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<ul style="list-style-type: none"> <li>- Community survey demonstrating unfavorable response to program implementation alone is an unacceptable logistical hardship.</li> <li>- COVID-19 alone is an unacceptable logistical hardship.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff positions posted for a reasonable amount of time, through multiple platforms, and no viable responses with supporting records.</li> </ul>
<p>Waiver committee member will select only one option below:</p>	
<input type="checkbox"/> Unacceptable documentation was submitted.	<input type="checkbox"/> Proposal met all acceptable criteria.
<p>Comments:</p>	

<b>Mitigating the need for a waiver in the future</b>	
<p>Waiver committee member will select applicable options below:</p>	
<input type="checkbox"/> Plan submitted to mitigate the need for a waiver in the future. <input type="checkbox"/> No documentation submitted.	
Unacceptable	Acceptable
<ul style="list-style-type: none"> <li>• Statements of assurance without any plans or steps to mitigate the need for a waiver.</li> <li>• LEA does not acknowledge the need to implement breakfast in the future and does not submit plans on how hardships will be addressed in the future.</li> </ul>	<ul style="list-style-type: none"> <li>• A detailed plan addressing how the school will address their financial and/or logistical hardships.</li> <li>• LEA acknowledges the need to implement breakfast in the future and clear steps to be taken in order to start a breakfast program next year.</li> </ul>
<p>Waiver committee member will select only one option below:</p>	
<input type="checkbox"/> Unacceptable documentation was submitted.	<input type="checkbox"/> Proposal met all acceptable criteria.
<p>Comments:</p>	

<b>Steps taken to ensure free and reduced-eligible students have access to nutrition programs during school.</b>
<p>Waiver committee member will select applicable options below:</p>
<input type="checkbox"/> Site does not do anything. <input type="checkbox"/> Documentation explaining the alternative practices the school implements to ensure the LEA's free and reduced-priced eligible students has as much access as possible to nutrition programs during regular school hours.

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<p>If the school submitted documentation, did it include any of the options below?</p> <p><i>Possible steps taken by the school site to ensure access to nutrition programs:</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide granola bars, vegetables, fruits or other foods at the front desk.</li><li><input type="checkbox"/> Help households connect to food programs such as pantries or food banks.</li><li><input type="checkbox"/> Offer a mid-morning snack that is paid for with “other” funds.</li><li><input type="checkbox"/> Allow students to eat in the classroom and throughout the day without penalty.</li><li><input type="checkbox"/> Funds allocated to teachers to purchase healthy snacks to have on hand for students who may be hungry.</li><li><input type="checkbox"/> Training provided to school staff on how to recognize hunger in students, and how to connect families to resources.</li><li><input type="checkbox"/> Other:</li></ul> <p><i>If school operates a breakfast program but is waiving the alternative model requirements:</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> The school allows students who arrive close to the bell reasonable time to pick up a meal, take it to their classroom, consume the meal in the classroom, without penalty.</li><li><input type="checkbox"/> The school allows students to take a food item out of the cafeteria to consume later in the school day if they are hungry.</li><li><input type="checkbox"/> The school offers breakfast to students who have no control over how early they arrive at school.</li><li><input type="checkbox"/> School bus schedules and start times allow for reasonable and adequate times for students to pick-up breakfast and consume it.</li><li><input type="checkbox"/> Other:</li></ul>
<p>Comments:</p>

Waiver Proposal Review Summary	
Determination Date:	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Denied	
Comments:	