

# Kansas State Department of Education, Child Nutrition & Wellness

## School Breakfast Program Procedures for Waiver Applications

1. A Waiver Review Committee of three to five persons will review all complete applications received by the deadline and make a written recommendation that the application either be granted or denied. The recommendation shall be substantiated with a reason or reasons. Except in unusual circumstances, the recommendation shall be submitted to the Child Nutrition & Wellness Director within 15 business days after the application deadline.
2. If the recommendation of the Waiver Review Committee is that the application be granted, the Director of Child Nutrition & Wellness shall notify the applicant school district and cause the application to be submitted to the State Board of Education for its decision.
3. If the recommendation of the Waiver Review Committee is that the application be denied, the Director of Child Nutrition & Wellness shall notify the applicant school district of the denial and advise the district that a review of the initial decision to deny the application will be allowed if the school district requests such a review within 15 business days of the date of the recommendation to deny the application. Any request for a review must be in writing and specify, in detail, the grounds for disagreement with the initial recommendation. The school district also shall indicate whether it would like to meet with the Waiver Review Committee to discuss the application.
4. Upon receipt of a request for a review of the initial recommendation to deny an application, the Director of Child Nutrition & Wellness shall arrange for a review of the initial recommendation. Except in unusual circumstances, the review shall be conducted by the same Waiver Review Committee that prepared the initial recommendation. If the applicant school district has requested a meeting to discuss the review of its application, a meeting to be held in Topeka or a conference call will be scheduled as soon as practicable.
5. Following review of the matter, the Waiver Review Committee shall prepare a written final recommendation to either grant or deny the application. The recommendation shall be substantiated with a reason or reasons. Except in unusual circumstances, the final recommendation shall be prepared within 15 business days of the review of the initial recommendation.
6. The Child Nutrition & Wellness Director shall notify the applicant school district of the final recommendation regarding its application and shall cause the application to be submitted to the State Board of Education for its decision.

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**Waiver applications for buildings not meeting the eligibility criteria as set forth in statute will not be considered.**