

**South Carolina Department of Social Services  
Child and Adult Care Food Program (CACFP)  
Waiver Request Template  
State Agency Monitoring FFY23**

1. State agency submitting waiver request and responsible State agency staff contact information:

Agency- [South Carolina Department of Social Services](#)

Contact Name and Title- [Cheryl Evans-McDonald, CACFP Program Compliance Manager](#)

Contact Phone Number- [\(803\) 898-0971](#)

Contact Email- [cheryl.evans-mcdonald@dss.sc.gov](mailto:cheryl.evans-mcdonald@dss.sc.gov)

2. Region: [Southeast](#)

3. Eligible service providers participating in waiver and affirmation that they are in good standing: [NA; this waiver request only applies to the State Agency \(SA\).](#)

4. Description of the challenge the State agency is seeking to solve, the goal of the waiver to improve services under the Program, and the expected outcomes if the waiver is granted. [Section 12(l)(2)(A)(iii) and 12(l)(2)(A)(iv) of the NSLA]:

- a. The SA does not feel that it can successfully complete the FFY2023 monitoring reviews under the current guidelines of 7CFR 226.6(m) due to the following:

The SCDSS CACFP monitoring unit was made up of a total of 10 staff—1 manager, 1 administrative person, 2 supervisors, and 6 field staff. As of July 25, 2022, there are a total of 6 staff—1 manager, 1 administrative person, 1 supervisor, and 3 field staff. The SA is in the process of filling vacancies but does not feel that staff will be hired and fully trained to work independently on meeting the annual review requirements for October 1, 2022-September 30, 2023.

5. Specific Program requirements to be waived (include statutory and regulatory citations). [Section 12(l)(2)(A)(i) of the NSLA]:

<b>State Agency Monitoring Requirements</b>	<b>Waiver Request</b>	<b>State Agency Comments</b>
<input type="checkbox"/> [7 CFR 226.6(m)(6)] Frequency and number of required institution reviews. Annually review at least 33.3% of all institutions according to the schedule:	<b>Yes</b>	<p>SCDSS is requesting to waive the 33.3% total number of reviews performed requirement but will still review institutions according to the review cycle schedule of once every 3 years, large sponsors every 2 years, and new sponsors with 5 or more facilities within the first 90 days of operations. If the number of reviews based on the review schedule do not equate to 33.3% of the total number of institutions receiving reimbursement for the FFY2023 program year, additional institution reviews will not be added to the review list to bring the total number of reviews conducted up to the 33.3% total. See the calculations below:</p> <ul style="list-style-type: none"> <li>Number of reviews <i>required</i> based on 33.3%—93 institution reviews based on data that shows that 279 institutions</li> </ul>

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<b>State Agency Monitoring Requirements</b>	<b>Waiver Request</b>	<b>State Agency Comments</b>
		<p>received a FFY2021 program year reimbursement</p> <ul style="list-style-type: none"> <li>Total Reviews <i>requested</i> to be performed— <b>91 reviews</b> based on the 2 or 3-year review cycle cited in 7 CFR 226.6(m)(6)]—</li> </ul> <p>Due to the ongoing Pandemic environment and staff vacancies, the waiver to perform <b>91</b> reviews for FFY2023 will allow the State Agency to complete the FFY2023 reviews by September 30, 2023.</p>
<input type="checkbox"/> [7 CFR 226.6(m)(3)] Review content:	<b>Yes</b>	<p>Just as we did for the FFY2022 reviews, the State Agency would like to utilize the USDA issued “State Agency Monitoring of the Child and Adult Care Food Program Federal Fiscal Year 2021 –Off-site Monitoring During COVID-19 Public Health Emergency Issued November 2020” guidance document and apply sampling of records to the FFY2023 reviews.</p>

6. Detailed description of alternative procedures and anticipated impact on Program operations, including technology, State systems, and monitoring: **Based on the scope and substance of the waiver being requested, the SA will not have to develop alternative procedures and the waiver content will not impact program operations.**

7. Description of any steps the State has taken to address regulatory barriers at the State level. [Section 12(l)(2)(A)(ii) of the NSLA]: **The SA does not foresee any regulatory barriers at the state level for this waiver.**

8. Anticipated challenges State or eligible service providers may face with the waiver implementation: **The SA does not foresee any challenges at the state level for this waiver.**

9. Description of how the waiver will not increase the overall cost of the Program to the Federal Government. If there are anticipated increases, confirm that the costs will be paid from non-Federal funds. [Section 12(l)(1)(A)(iii) of the NSLA]: **There will not be an increase in costs.**

10. Anticipated waiver implementation date and time period: **The waiver request is applicable to the FFY23 monitoring requirements for October 1, 2022 through September 30, 2023.**

11. Proposed monitoring and review procedures: **The State Agency will utilize training sessions, technical assistance, review of monitoring activities if a sponsor, and claims verification techniques to assess and improve program operations. These activities will be performed via phone, virtual, desk review, and in-person (if needed).**

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12. Proposed reporting requirements (include type of data and due date(s) to FNS): **No later than October 30, 2023, the State Agency will provide the data below for the period of October 1, 2022 through September 30, 2023.**

- Number of reviews planned
- Number of reviews completed

13. Link to or a copy of the public notice informing the public about the proposed waiver [Section 12(l)(1)(A)(ii) of the NSLA]: [Child and Adult Care Food Program - SC Child Care Services](#)

14. Signature and title of requesting official:

*Michele J. Bowers*

Name: Michele Bowers

Title: Director, Division of Early Care and Education, South Carolina Department of Social Services

Requesting official's email address for transmission of response:

[Michele.bowers@dss.sc.gov](mailto:Michele.bowers@dss.sc.gov)

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