

# EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM (EFSP)

## WAIVER PROCESS

*Please feel free to duplicate this paper in whole or in part as needed.*

**WAIVER PROCEDURE:** The National Board has a waiver procedure should a Local Board find it necessary to allocate funds to an otherwise ineligible expenditure. The Local Board must, *in advance of the expenditure, request a waiver* for the expenditure from the National Board. The waiver request **must be in writing** and should include the rationale for the expenditure, costs (estimates), timelines, and any other information necessary for the National Board to make its decision.

The purpose of the waiver process is to allow some flexibility for the expenditure of program funds in local communities for food and shelter related needs that *meet the intent* of the EFSP. The National Board expects agencies and Local Boards to bring to them waivers which request innovative use of EFSP funds, assistance in meeting a food or shelter need which meets the program's intent but is not an eligible expense, using EFSP funding as a portion of the total funding for a food or shelter related project, etc.

Some examples of waivers the National Board has heard which have become a part of the EFSP are: purchase of vegetable seeds and vegetable plants for community gardens; repair of small equipment for mass feeding or mass sheltering; payment of utilities for clients in order to keep them in their homes.

The National Board, **as a last resort**, will also hear waivers regarding program compliance issues. *The Local Board and Local Recipient Organization must have made every effort possible to resolve the compliance issue before the National Board will review the records.* This effort must include obtaining or recreating documentation that has not been supplied or has been destroyed.

Each waiver is judged on its individual merits and is given on a one-time basis for the phase. No waivers are given to Local Boards or LROs for the duration of the program. In addition, *no waivers will be given for cash expenditures or for payments made to staff or volunteers as reimbursement for program expenditures*; all vendors must be paid by an agency check/agency electronic payment/agency debit card/agency vendor issued credit card.

Local Boards may not grant waivers on National Board guidelines. **Only the National Board has the authority to waive its guidelines.**