

## Request for Records Disposition Authority

Records Schedule Number      DAA-0462-2019-0001  
Schedule Status                Approved

Agency or Establishment      Food and Consumer Services  
Record Group / Scheduling Group    Records of the Food and Nutrition Service  
Records Schedule applies to      Agency-wide  
Schedule Subject                Supplemental Nutrition Assistance Program (SNAP) Waivers  
Internal agency concurrences will be provided      No

Background Information                FNS has the authority to grant various types of SNAP waivers. These records exist in various forms across all program Divisions, and are often granted with specific conditions and reporting requirements. The length of a waiver varies based on program area.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0462-2019-0001

Sequence Number
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1
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SNAP Waivers
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Disposition Authority Number: DAA-0462-2019-0001-0001
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## Records Schedule Items

Sequence Number	
1	<p><b>SNAP Waivers</b></p> <p>Disposition Authority Number      DAA-0462-2019-0001-0001</p> <p>Waivers, waiver requests, and waiver approval and denial letters. FNS allows State agencies or other entities to deviate from certain regulatory or legislative provisions in order to increase program efficiency, improve delivery of program benefits or reduce administrative burden. May include, but not limited to: Administrative Waivers - waivers granted by FNS allowing State agencies to deviate from certain SNAP regulations in order to increase program efficiency, improve delivery of program benefits or reduce administrative burden; ABAWD waivers - waivers to the ABAWD time limit FNS is statutorily mandated to grant if a State agency submits an application with supporting data, demonstration and pilot projects. Waivers that allow a State agency to deviate from certain SNAP legislative provisions (i.e., the Food and Nutrition Act), in order to increase program efficiency, improve delivery of program benefits or reduce administrative burden; EBT waivers; retailer waivers; and DSNAP waivers - waivers to operate a Disaster Supplemental Nutrition Program that FNS is statutorily mandated to grant if a State agency submits an application with supporting data. Demonstration Project Waivers: Waivers that allow a State agency or other entities to deviate from certain SNAP legislative provisions (i.e., the Food and Nutrition Act), in order to increase program efficiency, improve delivery of program benefits or reduce administrative burden. Disaster Waivers: Waivers that allow a State agency or other entities to temporarily modify the regular program to serve the needs of ongoing households affected by disaster. It allows the State agency to deviate from SNAP legislative provisions (i.e., the Food and Nutrition Act), and SNAP regulations in order to provide a more efficient and effective administration of SNAP. EBT Waivers: Waivers that allow a State agency to deviate from certain SNAP regulations in order to increase program efficiency, improve delivery of program benefits or reduce administrative burden that would result in a more effective and efficient administration of SNAP. Retailer Waivers: Waivers that allow retailers to deviate from certain SNAP regulations in order to increase program efficiency, improve delivery of program benefits or reduce administrative burden that would result in a more effective and efficient administration of SNAP. FNS has authority to grant various types of SNAP waivers. These records exist in various forms across all program Divisions, and are often granted with specific conditions and reporting requirements. The length of a waiver varies based on program area, and so the proposed disposition allows each office the flexibility to dispose of records when necessary.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          Yes</p>

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

**Disposition Instruction**

Cutoff Instruction

Cutoff in the FY when waiver is superseded or obsolete.

Retention Period

Destroy 15 year(s) after cutoff

**Additional Information**

GAO Approval

Not Required

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
11/09/2018	Certify	Angela Truax	Records Management Analyst	Food and Nutrition Service - Information Management Branch
07/10/2019	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
07/11/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/11/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/12/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist