

**FAMILY PLANNING PROGRAM****SECTION:** Program Administration**POLICY AND PROCEDURE MANUAL****SUBJECT:** Waiver

**POLICY:** Each delegate agency must provide the services required by the Program Guidelines. Any services provided by a delegate agency which are above or below minimum requirements must be justified by epidemiological, clinical or other supportive data.

**GUIDELINES:**

1. Prior to a change in provision of service which is not in line with Program Guidelines, a delegate agency shall submit, in writing, to the State Director of Family Planning epidemiological, clinical, or other supportive data justifying the need to provide these services and the duration of the waiver.
2. The justification will be reviewed by the State Director of Family Planning. Within three weeks of receipt the request will be forwarded, with recommendation for or against the request, to the Regional Program Consultant in Denver for review.
3. Upon approval by the Regional office, the request for waiver will be forwarded to the Central Office - Office of Population Affairs - in Washington, DC for review and approval/disapproval.
4. The State office will notify the delegate agency of the ruling upon receipt of approval or disapproval of the waiver.

**References:**

1. Program Guidelines for Project Grants for Family Planning Services, 2001, p. 13, Section 7.1, Service Plans and Protocols.