

# Waiver Application Guidance

Under Section 1115 of the Social Security Act (the Act), the Department of Health and Human Services and Office of Child Support Services (OCSS) can fund activities to improve child support program performance that would otherwise not be allowable. [IM-24-03](#) outlines OCSS's waiver authority under Section 1115 of the Act and clarifies funding, waiver request and evaluation requirements, and technical assistance availability.

## Section 1115 Waiver request components

First, tribes develop 1115 waiver requests and submit them to OCSS via email. OCSS is available to help develop your proposal or to review a draft before submission. A successful 1115 waiver request should include the following information. This is not a complete list, but should help guide applicants to include relevant information.

### 1. Executive Summary

Describe your project in one to two paragraphs and explain:

- ☒ What you are proposing to do
- ☒ Why you are proposing to do this
- ☒ How this will help children and families
- ☒ How this will help improve child support program performance
- ☒ The amount of new federal funds the tribe is requesting
- ☒ The duration of the project (no longer than five years)

### 2. Introduction and Background

State why this project is important to your tribe. Briefly discuss:

- ☒ Background relevant to your proposed project (for example, economic, social, and geographic information)
- ☒ The problem the project will address
- ☒ A description of the tribe's prior experience in addressing this issue, if you have any (can be by the child support or any other tribal program)

### 3. Project Goals and Objectives

Describe the goals of the project, and explain how you hope to achieve them with the waiver project. This is where you can tell us about your vision for the project.

### 4. Waivers Requested

Tell us which statutory or regulatory requirements or prohibitions you are requesting to waive so you can use federal funds to implement this project.

## 5. Geographic Location

Briefly discuss where the project will take place. If the project will include the same service area you normally serve, you can use the same demographic description you used in your tribal plan. If the project is only part of your tribal service area, why did you select that part?

## 6. Duration of the Project

Estimate the timeframe for implementing and evaluating this program. Generally, waivers are granted for no more than five years. A chart like the following could help:

Project planning	Project implementation	Project evaluation
October 2024-December 2024	January 2025-December 2028	January 2029-March 2029

## 7. Target Population and Estimated Number of Families to Serve

Describe the population of families or parents you propose to serve and how serving these families is likely to improve child support outcomes. This description may include things such as:

- ☒ Demographics of your target population
- ☒ Number of families or parents eligible for project activities under the waiver
- ☒ Estimated number of eligible families you plan to serve during the waiver project
- ☒ Child support outcomes expected for these families

## 8. Project Plan

Describe the waiver project in detail. A logic model, shown below, may be helpful to describe who is served, what services are proposed, who will provide services, and what short-and long-term outcomes are expected.

When developing this section, ask yourself:

- ☒ Who will you serve?
- ☒ How you will recruit people?
- ☒ What services you will provide?
- ☒ Who will provide the services?
- ☒ How will the child support program coordinate with service providers?
- ☒ Who are your partners
  - Have you partnered with these agencies in the past?
  - What experience do they have serving noncustodial parents?
  - What experience do they have providing the services proposed?

## LOGIC MODEL TEMPLATE

Project Title:

Problem the Project Will Address:

Inputs	➔	Activities	➔	Outputs	➔	Outcomes
Resources needed to conduct project activities, including the human, financial, organizational, and community resources a program has available to direct toward doing the work.		The actions and services that are part of program implementation. For example, creating products such as promotional materials and educational curricula, or services, such as education and training, counseling, or health screening.		A target number for activities completed. Outputs are the direct result of program activities. They are usually described in terms of the size or scope of the services and products delivered or produced by the program. They indicate if a program was delivered to the intended audiences at the intended "dose." A program output, for example, might be the number of classes taught, meetings held, or materials produced and distributed; program participant rates, or hours of each type of service provided.		The final intended result of an activity, which is usually changes in program participants' behavior, knowledge, skills, status or level of functioning.

\* The definitions for Inputs, Activities, Outputs and Outcomes are from the W.K. Kellogg Foundation Logic Model Development Guide. They are slightly adapted to conform to definitions set by the Administration for Children and Families

## 9. Evaluation Plan

Evaluate how you will know if this project worked by describing what child support outcomes will be collected and measured. An independent third-party evaluator or the tribe may evaluate the program. In your proposal, describe:

- ☒ Major outcomes you will examine
- ☒ Data sources you will use
- ☒ Methodologies you will apply to analyze the data

## 10. Project Management and Staffing Plan

Decide who will manage the work, and describe the jobs for this project. Include:

- ☒ Primary point of contact for the waiver project
- ☒ Manager for the new work proposed under this waiver
- ☒ Short biographical information for key personnel, if known
- ☒ Role of each staff person involved in the project
- ☒ Draft job descriptions, if available
- ☒ Contractor or vendor staffing, if known

## 11. Budget

The request should include a proposed budget and budget narrative anticipating the cost of implementing the entire project.

We encourage tribes to use the annual program budget template for your budget development, but only include the waiver project budget. If your tribe chooses not to use the same template, the budget should use the same broad object class categories, clearly showing how the waiver funds will be spent. In addition, for each year of the project, indicate the anticipated annual costs.

Federal funds will cover waiver projects starting after October 1, 2024, and not require the tribe to provide a non-federal share.

## 12. OCSS Monitoring and Technical Assistance

OCSS will schedule regular progress meetings with you during waiver project start-up and implementation. Plan to include tribal child support agency staff involved in the project as well as contractors, community partners, and other tribal agencies affected by the project.