Office for Safety, Health and Nutrition Cecelia Torok Associate Director

Superintendent of Public Instruction

CHILD AND ADULT CARE FOOD PROGRAM POLICY MEMORANDUM

To: CACFP Sponsors

From: Mary Kershaw

CACFP Assistant Director

Date: First Issued: July 22, 2002 Reissued: August 29, 2006

Subject: Release of Children's Free and Reduced Price Meal Eligibility Information

Revisions in the National School Lunch Act (NSLA) now permit all Child Nutrition Programs to disclose free and reduced price meal eligibility information to other agencies that sponsor Child Nutrition Programs (examples: National School Lunch, School Breakfast, Child and Adult Care Food Programs, Special Milk Program and Summer Food Service Program). Federal rules define to whom and for what purposes this information may be released.

Information from meal applications may be provided only to persons within the requesting agency directly responsible for Child Nutrition Program administration and compliance. In addition, this information may only be used to determine eligibility for the Child Nutrition Programs indicated in the Disclosure Agreement.

All Child Nutrition Programs are encouraged, but not required, to release information.

Requesting agencies should complete and submit to the disclosing agency the enclosed Disclosure Agreement. Upon agreement between the agencies, the enclosed request form may be used.

These new Federal policies are intended to increase flexibility and expand access to nutrition services for children. Limitations described in this letter and the enclosed materials must be observed in order to maintain required levels of confidentiality. If you have questions or wish to discuss further this information, please call the consultant assigned to your area.

Enclosure



DISCLOSURE AGREEMENT

Eligibility Information Shared Between Child Nutrition Program Sponsors

Dete	ermining Agency
	AND
Req	questing Agency
FROM	То
Ef	ffective Dates
educed price meal eligibility processes to be shared between age or Child Nutrition Act of 1966, agreed as follows:	t eligibility determination (Determining Agency) and the agency requesting and in accordance with provisions of the National School Lunch Act, and consent, all eligibility information obtained through children's free an encies authorized to operate programs under the National School Lunch Act act are requested information obtained through children's free and reduced prices.
	on will be provided only to persons within the Requesting Agency directly
The Requesting Agency verifies that it is currently authorized by Program(s) and that information requested will only be used to contain the containing th	y the Ohio Department of Education to operate the following Child Nutritio determine eligibility for program(s) indicated:
National School Lunch Program School Breakfast Program Special Milk Program	Child and Adult Care Food Program Summer Food Service Program
	limitations contained in Child Nutrition Program regulations and statutes ibited. Improper disclosure may result in a fine of not more than \$1,000 c
DETERMINING AGENCY	REQUESTING AGENCY
Agency Name	Agency Name
Address	Address
City/State/Zip	City/State/Zip
Authorized Administrator Name/Title	Authorized Administrator Name/Title
Signature/Date	Signature/ Date
Telephone Number	Telephone No.
Fax Number	Fax Number
e-mail Address	e-mail Address

DISCLOSURE REQUEST Child Nutrition Program Eligibility Information

This request is made by	Child Nutrition Program Sponsor
Address:	
Telephone:	
This request is made to:	
reduced price meal eligibility processes.	y information obtained through current children's free and All requested information will be handled in accordance with gencies effective
I certify that requested information will be Program purposes as indicated in the disc	disclosed only to authorized persons for Child Nutrition closure agreement.
Requesting Agency Administrator	Name
	Name Address Signature Date
	Signature
	Date
I certify that eligibility status provided is addetermination processes used by this age	ccurate based on free and reduced price meal eligibility ency.
Determining Agency Administrator	Name
	Address
	Signature
	Date

DISCLOSURE REQUESTChild Nutrition Programs Eligibility Information

Determining Agency
Please check the eligibility status of children listed below:

ELIGIBILITY STATUS			STATUS			
Name of Participant	Address	Free	Red.	Paid	Not Available	