



**CHILD AND ADULT CARE FOOD PROGRAM / SUMMER FOOD SERVICE 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*

\_\_\_\_\_

Determining Agency

AND

\_\_\_\_\_

Requesting Agency

FROM \_\_\_\_\_

To \_\_\_\_\_

Effective Dates

The agency which made free and reduced price meal or free milk eligibility determination (Determining Agency) and the agency requesting eligibility information (Requesting Agency), as named above and in accordance with provisions of the National School Lunch Act, as amended (42 U.S.C. 1751(b)(2)(C) that permit, without applicant consent, all eligibility information obtained through children's free and reduced price meal eligibility processes to be shared between agencies authorized to operate programs under the National School Lunch Act or Child Nutrition Act of 1966, agreed as follows:

The **Determining Agency** will disclose to the **Requesting Agency** requested information obtained through children's free and reduced price application or direct certification or verification. This information will be provided only to persons within the **Requesting Agency** directly responsible for Child Nutrition Program administration and compliance.

The **Requesting Agency** verifies that it is currently authorized by the Ohio Department of Education to operate the following Child Nutrition Program(s) and that information requested will only be used to 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

The **Requesting Agency** agrees to comply with all disclosure limitations contained in Child Nutrition Program regulations and statutes. Further use or disclosure not specified in this agreement is prohibited. Improper disclosure may result in a fine of not more than \$1,000 or imprisonment of not more than one year, or both.

<u><b>DETERMINING AGENCY</b></u>	<u><b>REQUESTING AGENCY</b></u>
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

**The USDA is an equal opportunity provider and employer.**

**DISCLOSURE REQUEST**  
***Child Nutrition Program Eligibility Information***

**This request is made by** \_\_\_\_\_

Child Nutrition Program Sponsor

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
\_\_\_\_\_

**This request is made to:** \_\_\_\_\_

This is a request for the following eligibility information obtained through current children's free and reduced price meal eligibility processes. All requested information will be handled in accordance with a disclosure agreement between these agencies effective \_\_\_\_\_ to \_\_\_\_\_.

I certify that requested information will be disclosed only to authorized persons for Child Nutrition Program purposes as indicated in the disclosure agreement.

**Requesting Agency Administrator**

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

I certify that eligibility status provided is accurate based on free and reduced price meal eligibility determination processes used by this agency.

**Determining Agency Administrator**

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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