

Request to Receive Eligibility Status for Students in the School Nutrition Programs

School Nutrition Programs **must** obtain and approve this disclosure release form **prior** to determining if a student's eligibility information can be released to other entities outside of the School Nutrition Program. Approval of requests must be based on the disclosure requirements of the U.S. Department of Agriculture (USDA) regulations summarized in [7 CFR 245.6\(f\)](#).

Return this completed form to: _____

Person making request:

Name: _____

Title: _____

Department/Organization: _____

Date: _____

Phone: _____

Email: _____

Effective Dates of Request (not to exceed one school year):

Start Date: _____

End Date: _____

1. Why are students' eligibility information being requested? Be specific.

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2. What/how will the names be used for? Be specific.

3. List all individuals, with job titles, who will have access to this information and why they have a “need to know.”

4. Describe how the information will be protected from unauthorized use and further disclosure.

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Please read the following

Section 9(b)(6) of the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1758(b)(6)) delineates the restrictions on the disclosure and use of information obtained from an application for free and reduced-price meals, as well as the criminal penalties for improper release of information. These requirements are summarized in [7 CFR 245.6\(k\)](#).

The School Nutrition Program Official must first determine if the request is from one of the programs or sources authorized under the regulations. Eligibility status *may* be released when the parent/guardian has given *specific* written permission for the release of this information for a *specific* purpose. After the determination has been made that a program is authorized or that the required parental permission has been obtained, the School Nutrition Program Official must ensure that the persons who would receive and use the information have a legitimate need to carry out an authorized activity.

Penalty for misuse of meal eligibility status

The NSLA establishes a fine of not more than \$1,000 or imprisonment of not more than one (1) year, or both, for publishing, divulging, disclosing or making known in any manner or extent not authorized by federal law, any eligibility information. This includes the disclosure of eligibility information by one entity authorized under the NSLA to receive the information to any other entity, even if that entity would otherwise be authorized to receive the information directly from the determining agency.

I understand the restrictions on the use of this eligibility information as outlined above and agree to use this information only for the purpose specified on this form. I will keep all names and information confidential as required by USDA regulation and understand there are penalties for the misuse of this information.

Name (*print*): _____

Signature: _____

Date: _____

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SCHOOL FOOD AUTHORITY USE ONLY

Approved by School Nutrition Program Official:

No Yes: If approved, maintain a copy of this request form with the list of students.

Name of School Nutrition Program Official (*print*): _____

Signature: _____

Date: _____

School food authorities (SFAs) are required to maintain all completed and approved "Request to Receive Eligibility Status for Students in the School Nutrition Programs" forms on file in accordance with recordkeeping requirements for maintaining documentation for the Child Nutrition Programs.

For all approved forms, maintain all documentation that was shared with the person/department/organization that made the request to receive student eligibility statuses. All forms and supporting documentation must be readily available upon the State Agency's request.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

* Adapted from a template developed by the Connecticut State Department of Education, Bureau of Child Nutrition Programs.