

DISCLOSURE OF FREE AND REDUCED PRICE INFORMATION

I. PURPOSE AND SCOPE

Carroll County School Nutrition Department and Carroll County Schools acknowledge and agree that children's free and reduced price meal and free milk eligibility information obtained under provisions of the Richard B. Russell National School Lunch Act (42 USC 1751 et. seq.) (NSLA) or Child Nutrition Act of 1966 (42 USC 1751 et. seq.) (NSLA) or Child Nutrition Act of 1966 (42 USC 1771 et. seq.) (CNA) and the regulations implementing these Acts is confidential information. This Agreement is intended to ensure that any information disclosed by the Carroll County School Nutrition Department to the Carroll County Schools about children eligible for free and reduced price meals or free milk will be used only for purposes specified in this Agreement and that the Carroll County School Nutrition Department and Carroll County Schools recognize that there are penalties for unauthorized disclosures of this eligibility information.

II. AUTHORITY

Section 9(b)(6)(A) of the NSLA (42 USC 1758(b)(6)(A)) authorizes the limited disclosure of children's free and reduced price meal or free milk eligibility information to specific programs or individuals, without prior parent/guardian consent. Except that, the parent/guardian must be provided the opportunity to decline to share eligibility information prior to the disclosure for identifying children eligible for benefits under or enrolling children in the State Medicaid Program and the State children's health insurance program. Additionally, the statute specifies that for any disclosures not authorized by the statute, the consent of children's parents/guardians must be obtained prior to the disclosure.

The *requesting* agency certifies that it is currently authorized to administer the following program(s) and that information requested will only be used by the program(s) indicated:

Check all that apply	Program	Information authorized
	<p><i>Medicaid or the State children's health insurance program (KCHIP), administered by a State or local agency authorized under titles XIX or XXI of the Social Security Act.</i></p> <p>Specify Program:</p>	All eligibility information, unless parents elect not to have information disclosed.
	<p><i>State health program other than Medicaid/KCHIP, administered by a State agency or local education agency.</i></p> <p>Specify Program:</p>	Eligibility status only; consent not required.
	<p><i>Federal health program other than Medicaid/KCHIP</i></p> <p>Specify Program:</p>	NO eligibility information, unless parental consent is obtained.
	<p><i>Local health program</i></p> <p>Specify Program:</p>	NO eligibility information, unless parental consent is obtained.
X	<p><i>Child Nutrition Program under the National School Lunch Act or Child Nutrition Act</i></p> <p>Specify Program:</p>	All eligibility information; consent not required.
	<p><i>Federal/State or local means tested nutrition program with eligibility standards comparable to the National School Lunch Program</i></p> <p>Specify Program:</p>	Eligibility status only; consent not required.
X	<p><i>Federal education program</i></p> <p>Specify Program: Title I, Title II, Title V IDEA Basic, IDEA Preschool, NCLB</p>	Eligibility status only; consent not required.
X	<p><i>State education program administered by a State agency or local education agency</i></p> <p>Specify Program: ESS, Family Resource Center, Gifted & Talented, Migrant, Preschool, Youth Service Center</p>	Eligibility status only; consent not required.

Note: Section 9(b)(6)(A) specifies that certain programs may receive children's eligibility status only, without parental consent. Parental consent must be obtained to disclose any additional eligibility information. Section 9(b)(6)(A)(iv) specifies that for State Medicaid or SCHIP, parents must be notified and given opportunity to elect not to have information disclosed. Social security numbers may only be disclosed if households are given notice of the disclosure and the uses to be made of their social security numbers as required by Sec. 7 of the Privacy Act.

III. RESPONSIBILITIES

Carroll County School Nutrition Department will:

When required, secure parents/guardians consent prior to any disclosure not authorized by the National School Lunch Act or any regulations under that Act, unless prior consent is secured by the receiving agency and made available to the determining agency;

For State Medicaid and KCHIP notify parents/guardians of potential disclosures and provide opportunity for parents/guardians to elect not to have information disclosed;

Disclose eligibility information only to persons directly connected to the administration or enforcement of programs authorized access under the National School Lunch Act or regulations under the Act or to programs or services for which parents/guardians gave consent.

Carroll County Schools will:

Ensure that only persons who are directly connected with the administration or enforcement of the *Title I, Title II, Title V, IDEA Basic, IDEA Preschool, ESS, Family Resource Center, Gifted & Talented, Migrant, Preschool and Youth Service Center* and whose job responsibilities require use of the eligibility information will have access to children's eligibility information:

(Specify by name(s) or title(s) Superintendent, Assistant Superintendent, DPP, Instructional Supervisor, DAC Principals, Assistant Principals, Guidance Counselors, Instructional Coaches (Title I and NCLB), and Director of Special Education.

Use children's free and reduced price eligibility information for the following specific purpose(s):

Assessment, Testing and Grant Money and to meet the "No Child Left Behind" Requirements.

Inform all persons that have access to children's free and reduced price meal eligibility information that the information is confidential, that children's eligibility information must only be used for purposes specified above, and the penalties for unauthorized disclosures.

Protect the confidentiality of children's free and reduced price meal or free milk eligibility information as follows:

The program that receives the information, upon completion of data needed will destroy, by shredding the documents. This will ensure that no unauthorized person(s) will be able to further use this information.

Specifically describe how the information will be protected from unauthorized uses and further disclosures:

All documents will be shredded upon completion of their intended use.

Description of Procedures to Transfer Meal Eligibility Information (May be completed by either the determining agency or receiving agency)

The School Nutrition Director will print the desired information and personally give it to the responsible person requesting the free and reduced information. The appropriate forms will be signed and a copy will be kept by both parties.

Describe the procedures for transferring students' meal eligibility information from the determining agency to the requesting agency/program so as to limit the number of individuals who have access to the information.

The School Nutrition Director will print the desired information and personally give it to the responsible person requesting the free and reduced information. The appropriate forms will be signed and a copy will be kept by both parties.

Carroll County Board of Education
Lisa Gault, School Nutrition Director

1708 Highland Avenue Carrollton, KY 41008

Phone: (502) 732-9362 Fax: (502) 732-7100

lisa.gault@carroll.kyschools.us

Request for Free and Reduced Price Meal Eligibility Information

Employee Name: _____ Title _____

Office Address _____ Phone _____

What information is being requested and for what purpose or program?

Describe how the information will be used:

Describe how the information will be protected from unauthorized use and disclosure:

Describe how the information will be disposed of after use:

The Eligibility information may only be used for the purpose for which the disclosure is made. Further use of the information for other purposes or disclosure to other parties is prohibited. A violation of this provision may result in a fine or imprisonment. All documentation must be shredded upon completion of its intended use to protect the information from unauthorized person(s).

Employee Signature _____ Date _____

School Nutrition Director Signature _____ Date _____

IV. EFFECTIVE DATES

This agreement shall be effective from July 1, 2013 to June 30, 2014.

V. PENALTIES

Any person who publishes, divulges, discloses, or makes known in any manner, or to any extent not authorized by Federal law (Section 9(b)(6)(C) of the National School Lunch Act; 42 USC 1758(b)(6)(C)) or a regulation, any information about a child's eligibility for free and reduced price meals or free milk shall be fined not more than a \$1,000 or imprisonment of not more than 1 year or both.

VI. SIGNATURES

The parties acknowledge that children's free and reduced price meal and free milk eligibility information may be used only for the specific purposes stated above; that unauthorized use of free and reduced price meal and free milk information or further disclosure to other persons or programs is prohibited and a violation of Federal law which may result in civil and criminal penalties.

Requesting Agency/Program Administrator

Printed Name: Mona Kindoll , CCBOE
Title: Board President Phone: 502-732-7070
Signature: _____
Date: _____

Determining Agency Administrator

Printed Name: Lisa Gault
Title: School Nutrition Director Phone: 502-732-9362
Signature: _____
Date: _____

***Any attachments will become part of this agreement.**

Carroll County School Nutrition Department

Carroll County School District

Carrollton, Kentucky

Program: Child Nutrition Program under the NSLA: Information authorized to: School Nutrition Director, Ass't Director and Account Clerks (4) schools. Free and reduced application information.

Program: Federal education program : Information authorized to: Superintendent, Ass't Superintendent, Instructional Supervisor/DAC, DPP, principals (4), assistant principals, guidance counselors, (4) instructional coaches (Title 1 and NCLB), and special education director for the district. Information is needed for assessments, testing, and grants.

Program: State education program administered by a State agency or local education agency: Information authorized to: ESS, Family Resource Center, Gifted and Talented , Migrant, Preschool; Youth Service Center. Information is needed for operating funds, financial guidelines for programs, and to help needy families in our school district.