



**EAST BATON ROUGE
PARISH SCHOOL SYSTEM**

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Child Nutrition Program
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Baton Rouge, LA 70814

August 4, 2007

To: School Principals and SFS Managers
From: Nadine L. Mann, PhD, RD
Subject: No Child Left Behind and Release of Free and Reduced Eligibility Information
CC: SFS Area Supervisors and Dr. Jennifer Baird

State guidelines (SFS-99-10) allow for the limited disclosure of information about free and reduced price meal eligibility without consent of the parent. The information may be used only for the purpose authorized and may not be shared with any other parties for any reason. Aggregate information continues to be permitted without parental consent. Federal regulations specify a fine of not more than \$1,000 or imprisonment of not more than 1 year, or both, for unauthorized disclosure of free and reduced price meal eligibility information (Healthy Meals for Healthy Americans Act of 1994, P.L. 103-448, amended Sec 9(b)(2)(C) of the National School Lunch Act (NSLA) (42 U.S.C.1751 (b)(2)(C)).

Under the **No Child Left Behind Act** (NCLB), legislation was signed, beginning in 2002, that allows the release of a child's eligibility status to persons directly connected with and who need to know a child's free and reduced price meal eligibility status in order to administer and enforce the new Title I requirements. The statute, however, does not allow the disclosure of any other information obtained from the free lunch application form or obtained through the direct certification information received from the food stamp office.

Names and free or reduced eligibility statuses may be given to persons directly connected with the administration of the following programs:

- 1) Title 1 and National Assessment of Educational Progress
- 2) State health or state education programs administered by a state agency (example: LEAP or IOWA tests) or a local education agency. Representatives of state or local education agencies evaluating the results and compliance with student assessment programs would be covered only to the extent that the assessment program was established at the state, not local level.

- 3) Federal, state, or local means-tested nutrition programs with eligibility standards comparable to the National School Lunch Program.

In order to ensure the allowed disclosure of meal status eligibility to persons who need to know, the EBR School Food Service, Coordinator of Meal Benefits, Yvonne Muse, or her representative, must receive and approve the attached signed document.

The procedure in East Baton Rouge Parish for distributing the requested names and eligibility status of students at a school will be as follows:

1. The school representative requests the free/reduced eligibility information by completing the *Limited Disclosure Agreement* with the proper signatures. (See attached sample form.). The cafeteria manager will have copies of the form or it can be secured from the SFS office by calling 226-3605.
2. The *Limited Disclosure Agreement* is faxed to Yvonne Muse, EBRPSS School Food Service, Coordinator of Meal Benefits, who reviews it, signs it and either denies or allows the manager permission to print a roster listing names and eligibility status of students for the school representative requesting the information.

Managers may contact Yvonne Muse or their respective area supervisor for further clarification.

Robert Stockwell, Chief Academic Officer

Gail M. Johnson, Asst. Superint. For Auxiliary Services

**Request for Limited Disclosure of
Free and Reduced Price Eligibility Information**

Date: _____

1. School: _____

2. Name and title of persons who will have access to the requested information:

Name: _____ Title: _____

3. How will this information be used to implement the Title I requirement (NCLB)? **List the specific program or test and test date for which the information is needed?**

4. How will this information be protected from unauthorized use and third-party disclosure?

I understand that the information may be used only for the stated purpose; the information may not be shared with any other parties for any reason. I understand that unauthorized disclosure of free and reduced price meal eligibility information could result in prosecution leading to a fine and/or imprisonment.

Signature of Person Requesting
Meal Benefits Eligibility

Date

Signature of School Principal or
Site Supervisor

Date

Fax to the 'Office of Meal Benefits' at 275-3645

Signature of CNP Representative
Providing Information

Date

Signature of Meal Benefits Supervisor