

**ADMINISTRATOR REQUEST FOR ACCESS TO ELIGIBILITY INFORMATION**

*Legal Limitations Regarding Disclosure of Free and Reduced-Price Meal Eligibility*

**Principals**

Access to your students' eligibility information is available to administrators. Federal law strictly limits the administrators to whom this information can be released and the ways the data can be used. In order to ensure that we are in compliance with the law, you need to review and sign this document before this information can be released to you. *Please fax completed form to Nutrition Services at 503.916.3420*

<p><b>Acceptable Uses</b></p> <ul style="list-style-type: none"> <li>• Aggregate Information (Individuals not identified)</li> <li>• Federal or State education programs (Examples are Title I Programs, NAEP, NCLB and State Health Programs (SCHIP))*</li> <li>• MESD Programs (Federally Funded meal service only)*</li> </ul> <p>*Disclose ONLY Name and Eligibility Status and ONLY to administrators of the program</p>	<p><b>Uses Requiring Parent/Guardian Permission</b></p> <ul style="list-style-type: none"> <li>• Educational/school related program fee waiver or reduction - field trips, educational workbooks, elective class lab fees, college tuition fees, night and/or summer school fees, fee-for-service Kindergarten or pre-K fees, Outdoor School fees, PSAT/SAT/ACT test fees</li> <li>• Athletic programs fee reduction</li> <li>• Administrative school programs fee waiver or reduction - Before &amp; After School Program fees, Bus/Transportation fees, Student activities fee (dances), Student Body Card fees, <b>Transfer to a school of choice</b> (eligibility is "weighing" factor for school transfer lottery)</li> <li>• Medical/dental services fee waiver/reduction</li> </ul>
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School/Dept.	Phone:
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I acknowledge that free and reduced-price meal eligibility information may be used only for the specific purposes stated above; that unauthorized use of this information or further disclosure to other persons or programs is strictly prohibited.

Signature/Title	Date
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Principal or Department Head Signature/Title	Date
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**National School Lunch Act (NSLA)**  
 The National School Lunch Act Authorizes the limited disclosure of a student's name and eligibility status to persons directly connected with the administration or enforcement of Title 1, NAEP, NCLB, SCHIP or federally funded meal programs. School officials must keep in mind that the intent of the confidential provisions in the NSLA is to limit the disclosure of a child's eligibility status only to those federal programs personnel at the highest level. As such, school districts are expected to establish procedures that limit access to a child's eligibility status to as few individuals as possible. Prior to disclosure of confidential eligibility information there should be a "disclosure agreement" between the determining and receiving individuals or agency.

It must be stressed that the confidential application for free and reduced-price meals' primary purpose is to grant meal benefits to eligible students. Return of the confidential application by households is completely voluntary and may not be required.

**Penalties for Unauthorized Disclosures** NSLA establishes a fine of not more than \$1,000.00 or imprisonment of not more than 1 year, or both, for any person who publishes, divulges, discloses or makes known in any manner or extent not authorized by Federal law described in these guidelines, any confidential free and reduced-price meals or income eligibility information. Complete ODE Confidentiality Guidelines are available at [www.ode.state.or.us/](http://www.ode.state.or.us/)

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