

Indiana's Additional Disclosure Chart

Use this chart in conjunction with USDA's Disclosure Chart in the Eligibility Guidance Manual on page 71. To access the manual, click <http://www.doe.in.gov/sites/default/files/nutrition/2013-eligibility-manual.pdf>. Remember, disclosure is always an option, never a requirement.

| Recipient of Information | Requirements | Notes |
|---|---|--|
| 21st Century Scholars | Disclosure not necessary | 21 st Century uses their own application to determine eligibility. http://www.in.gov/21stcenturyscholars/ |
| Department of Child Services | Must receive parent/guardian permission | DCS might ask for a list of Foster Children, this disclosure is not mandatory. If you do choose to disclose, you must gain parental approval. |
| Adult and Child http://adultandchild.com | Must receive parent/guardian permission | Adult and Child sometimes pairs with schools to help students who qualify for Medicaid. Remember, free/reduced eligibility is not determined by Medicaid. |
| Exam, Field trip, and Other Program Fee Waivers | Must receive parent/guardian permission | Anytime a school or organization sets up a program to discount or waive fees for educational programs, they must be granted permission for accessing a list of free/reduced students. |
| Local Research Studies | Must receive parent/guardian permission | For instance, a school administrator is writing a report on socioeconomic level and behavior and wants to get eligibility information to compare data. The parents/guardians must first permit their information to be provided to the administrator. |
| School Officials: Principals, School Nurses, Teachers, Counselors | Must receive parent/guardian permission | Only individuals with 'need to know' status may receive eligibility information without parent consent. 'Need to know' individuals include those who process free and reduced applications and conduct verification. For more information on 'need to know' look at the Eligibility Manual on page 72. |

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| Backpack Programs | Must receive parent/guardian permission | Whether the program is started by an outside organization or a group from the school, parent/guardian permission is required. |
| Hoosier Healthwise Sub-Agencies | Parents/Guardians must have signed the Hoosier Healthwise section on the application. School also must have a signed agreement with the Sub-Agency. | Sub-agencies include: Covering Kids and Families (CKF), MDwise, Area Five Agency on Aging and Community Services, Health and Hospital Corp of Marion County, Open Door Health Services, Community HealthNet, Healthy Communities Initiative of LaPorte County, United Way of Madison County, Community Action of Northeast Indiana, Valley Professionals Community Health Center, HealthLinc Community Health Centers, West Central Indiana Economic Development District. |
| JAG – Jobs for America's Graduates | Must receive parent/guardian permission | This is a private national organization and must receive parental consent before disclosure. |
| ISTEP | No permission necessary | This is considered a State test administered by the Indiana Department of Education. |
| Other Schools, RCCIs, Day Cares and Camps (requesting information for the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, and Summer Food Service Program) | No permission necessary | As long as the school, RCCI, day care or camp is requesting eligibility information for the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, or Summer Food Service Program, schools are permitted to provide a copy of the application, direct certification documentation, and/or other eligibility information. |
| Indiana Utility and Cable Companies (i.e. Vectren, Comcast, etc.) | Must receive parent/guardian permission | Many of these companies offer special discounts to households if they prove their children are eligible for free or reduced meals on the NSLP. If a company wants to verify that a household is free or reduced, you must receive written permission from the household first. |

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Disclosure Steps:

1. Develop an agreement between the organization that wants the information and the School Foodservice Department. Find the agreement titled, Disclosure Agreement with Other Programs, here: <http://www.doe.in.gov/nutrition/snp-free-and-reduced-price-forms>.
2. If parent/guardian permission is required, the Food Service Department must distribute a parent letter to acquire permission from the parents/guardian. Click <http://www.doe.in.gov/nutrition/snp-free-and-reduced-price-forms>, for the Parent Letter for Sharing Information with Other Education Programs.
3. Either the school can request parents confirm consent in participation back to the school. The school will then provide a list to the recipient organization. Or the school can request parents to contact the recipient organization directly.

Questions?

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