IMAGINING the possibilities. MAKING THEM HAPPEN.
Indiana Department of Education
Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

Indiana's Additional Disclosure Chart

Use this chart in conjunction with USDA's Disclosure Chart in the Eligibility Guidance Manual on page 83. To access the manual, click http://www.doe.in.gov/sites/default/files/nutrition/sp40cacfp18sfsp20-2015a.pdf. Remember, disclosure is always an option, never a requirement.

Recipient of Information	Requirements	Notes
21st Century Scholars	Disclosure not necessary	21st 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://019.83c.myftpupload.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.

Recipient of Information	Requirements	Notes
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.
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. Schools 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	No permission necessary. Schools must have a signed agreement with the receiving agency.	This is considered a State Education Program administered by the Department of Workforce Development.
ISTEP	No permission necessary	This is considered a State test administered by the Indiana Department of Education.

Recipient of Information	Requirements	Notes
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.

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?
Contact Allie Caito-Sipe at acaito@doe.in.gov or call 317-232-0849 or Sarah Kenworthy at skenworthy@doe.in.gov or call 317-232-0857.