



## Determining Eligibility in the School Nutrition Programs and Summer Food Service Program

### Resource List for Module 5: Confidentiality and Disclosure

This document contains the resources highlighted in module 5 of the Connecticut State Department of Education's (CSDE) training program, *Determining Eligibility in the School Nutrition Programs and Summer Food Service Program*.

Addendum A: Sharing Information with Other Programs (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/AddendumA.docx>

Common Acronyms and Abbreviations for Determining Eligibility in the School Nutrition Programs and Summer Food Service Program (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/Acronyms\\_Abbreviations\\_Determining\\_Eligibility\\_SNP\\_SFSP.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/Acronyms_Abbreviations_Determining_Eligibility_SNP_SFSP.pdf)

County Assignments for School Nutrition Programs (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/CNstaff/countyassign.pdf>

Data Privacy and Security (CSDE webpage):

<https://portal.ct.gov/SDE/Performance/Data-Privacy-and-Security>

Determining Eligibility in the School Nutrition Programs and Summer Food Service Program ("Related Resources" section of CSDE's Eligibility for Free and Reduced-price Meals and Free Milk in School Nutrition Programs webpage):

<https://portal.ct.gov/SDE/Nutrition/Eligibility-for-Free-and-Reduced-price-Meals-and-Free-Milk-in-School-Nutrition-Programs/Related-Resources>

Disclosure Release Request for Free or Reduced Eligibility Status of Students in the School Nutrition Programs (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/Disclosure\\_Release\\_Request\\_Free\\_Reduced\\_Eligibility\\_Status\\_SNP.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/Disclosure_Release_Request_Free_Reduced_Eligibility_Status_SNP.pdf)

Eligibility Manual for School Meals (USDA):

[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/USDA\\_eligibility\\_manual.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/USDA_eligibility_manual.pdf)

Section 9(b)(6) of the National School Lunch Act (NSLA), 42 U.S.C.1758(b)(6):

<https://fns-prod.azureedge.us/sites/default/files/cn/NSLA.pdf>

USDA Memo SP 45-2012: Preventing Overt Identification of Children Certified for Free or Reduced-Price School Meals:

<https://fns-prod.azureedge.us/sites/default/files/cn/SP45-2012os.pdf>

USDA regulations 7 CFR 245.6: Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools:

<https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-245#245.6>



## Determining Eligibility in the School Nutrition Programs and Summer Food Service Program

### Resource List for Module 5: Confidentiality and Disclosure

The CSDE's **Determining Eligibility in the School Nutrition Programs and Summer Food Service Program** training program consists of seven recorded modules that provide guidance on complying with the U.S. Department of Agriculture (USDA) regulations for determining a child's eligibility for free or reduced-price meals or free milk in the **school nutrition programs** and free meals in the **Summer Food Service Program (SFSP)**. This training program is intended for the staff responsible for approving applications, conducting direct certification, and ensuring the accuracy of eligibility determinations through the verification process.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems; gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email [louis.todisco@ct.gov](mailto:louis.todisco@ct.gov).