

# Disclosure Release Request for Free or Reduced Eligibility Status of Students in the School Nutrition Programs

Determining officials for school nutrition programs **must** obtain and approve a disclosure release form **prior** to determining if a student’s eligibility information can be released. Approval of requests must be based on the disclosure requirements of the U.S. Department of Agriculture (USDA) regulations summarized in [7 CFR 245.6\(f\)](#).

**Return this form to:**

**Person making request:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Why is this information being requested?**

**What will the names be used for? *Please be specific.***

**List all persons, with job titles, who will have access to this information and why they have a “need to know.”**

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## Please read the following

Section 9(b)(6) of the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1758(b)(6)) delineates the restrictions on the disclosure and use of information obtained from an application for free and reduced-price meals, as well as the criminal penalties for improper release of information. These requirements are summarized in [7 CFR 245.6\(k\)](#).

The determining official must first determine if the request is from one of the programs or sources authorized under the regulations. Eligibility status *may* be released when the parent/guardian has given *specific* written permission for the release of this information for a *specific* purpose. After the determination has been made that a program is authorized or that the required parental permission has been obtained, the determining official must ensure that the persons who would receive and use the information have a legitimate need to carry out an authorized activity.

## Penalty for misuse of meal eligibility status

The NSLA establishes a fine of not more than \$1,000 or imprisonment of not more than one (1) year, or both, for publishing, divulging, disclosing or making known in any manner or extent not authorized by federal law, any eligibility information. This includes the disclosure of eligibility information by one entity authorized under the NSLA to receive the information to any other entity, even if that entity would otherwise be authorized to receive the information directly from the determining agency.

*I understand the restrictions on the use of this eligibility information as outlined above, and agree to use this information only for the purpose specified on this form. I will keep all names and information confidential as required by USDA regulation, and understand there are penalties for the misuse of this information.*

Name (*print*):

Signature:

Date:

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## Approved by Determining Official

No  Yes: If approved, provide copy of this request form with the list of students.

Name of determining official (*print*):

Signature:

Date:

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For more information, visit the Connecticut State Department of Education's (CSDE) [Eligibility for Free and Reduced-price Meals and Milk in School Nutrition Programs](#) webpage or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This form is available at [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).

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, audiotape, 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)

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