

\_\_\_\_\_ (Date)

### Annual Meal Eligibility Code Access Agreement

As a condition of being granted access to students' meal benefit eligibility status. I hereby stipulate that I understand that according to Section 49558 of the Education Code as described below, the meal benefit eligibility code may not be shared with anyone who is not authorized to access this information. The only PUSD personnel specifically authorized to access this code are the following:

- 1) School Principals
- 2) School Testing Coordinators
- 3) One (1) principal designated clerical employee at each school site
- 4) Director of Technology or designee
- 5) Director of Student Support Services or designee

**Education Code Section 49558**

49558. (a) All applications and records concerning any individual made or kept by any public officer or agency in connection with the administration of any provision of this code relating to free or reduced-price meal eligibility shall be confidential, and may not be open to examination for any purpose not directly connected with the administration of any free or reduced-price meal program, or any investigation, prosecution, or criminal or civil proceeding conducted in connection with the administration of any free or reduced-price meal program.

(b) Notwithstanding subdivision (a), a public officer or agency may allow the use by school district employees, who are authorized by the governing board of the school district, of individual records pertaining to pupil participation in any free or reduced-price meal program solely for the purpose of disaggregation of academic achievement data or to identify pupils eligible for public school choice and supplemental educational services pursuant to the federal No Child Left Behind Act of 2001 (P.L. 107-110), if the public agency ensures the following:

- (1) The public agency has adopted a policy that allows for the use of individual records for these purposes.
  - (2) No individual indicators of participation in any free or reduced-price meal program are maintained in the permanent record of any pupil, unless otherwise allowed by law.
  - (3) No public release of information regarding individual pupil participation in any free or reduced-price meal program is permitted.
  - (4) All other confidentiality provisions required by law are met.
  - (5) The information collected regarding individual pupils certified to participate in the free or reduced-price meal program is destroyed when it is no longer needed for its intended purpose.
- (c) Notwithstanding subdivision (a), the school districts and county superintendents of schools may release information on the School Lunch Program application only to the local agency that determines eligibility under the Medi-Cal program, if the child is approved for free meals and if the applicant consents to the sharing of information pursuant to Section 49557.2.

I understand that in addition to legal restrictions, there are other important reasons to maintain the confidentiality of this information. Specifically, the United States Department of Agriculture (USDA) reports that one major barrier to participation in the National School Lunch Program (NSLP) and National School Breakfast (NSB) is the stigma associated with these programs. In addition, some individuals have abused access to the meal eligibility codes, and shared confidential family income information with teachers, parents and other individuals who should not be privy to the socio-economic status of families within the district.

Therefore, according to section 49558 of the Education Code, and in order to protect the privacy of applicants and prevent barriers to participation in the lunch and breakfast programs, I will not share meal benefit eligibility information with persons other than the authorized PUSD personnel listed above.

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School/ Department

\_\_\_\_\_  
Principal's/Supervisor's Signature

\_\_\_\_\_  
Authorized Employee's Signature

\_\_\_\_\_  
Authorized Employee's Printed Name, Title      Date