COLORADO SPRINGS DISTRICT 11
Release of Confidential Free and Reduced-Price School Meal Information between School Food Authorities and Local or State Education Programs
Disclosure Agreement
School Year 2026-27

As allowed by Section 9(b)(2)(C)(iv) of Public Law 103-448 and [7 CFR 245.6(f)(3)] the Child Nutrition Program administrator for the Colorado Springs District 11, Janine Russell, Director of Food and Nutrition Services, may disclose children's eligibility statuses only to persons determined to be "directly connected" with the administration or enforcement of a Federal education program, State education program, State health program, or a means-tested nutrition program, as well as to persons directly connected with the Comptroller General Office or law enforcement for an authorized activity [7 CFR 245.6(f)(3)].

Although a program or person may be authorized under the National School Lunch Act (NSLA) to receive free and reduced-price eligibility information, there must be a legitimate "need to know" to provide a service or carry out an authorized activity. State agencies, Local Education Agencies (LEAs), and schools must ensure data systems, records, and other means of accessing a student's eligibility statuses are limited to officials directly connected with the administration or enforcement of a Federal or State program or activity. This includes Federal, State, or local program operators responsible for the ongoing operation of the program or activity, or responsible for program compliance [7 CFR 245.6(f)(3)(i)].

Eligibility information *cannot* be made available to all school officials as a general practice. Access must be limited to a student's teachers who are directly responsible for the administration of a Federal education program, or who are providing tutorial or other assistance under ***approved*** educational program. Teachers, guidance counselors, principals, or other school officials who are not providing such assistance under the appropriate statutory or regulatory requirements cannot have access. For a full list of approved and non-approved programs see: https://www.cde.state.co.us/nutrition/schoolmealeligibilityroi.

Online data systems must have a masking or de-identification capability to prevent unauthorized access to free and reduced-price eligibility status. The recipient, _____
Entity/Agency Name/Department

represented by _____ by receiving this data agrees that:
Name and Title

Student eligibility data must always be requested from the staff member/department responsible for making student eligibility determinations. A disclosure agreement must be on file containing the specific data being requested and how the student information will be protected. Data requests and disclosure agreements are to be renewed each new school year.

The information will only be used for the following purpose; also, please state the reason for the "need to know" of the information:

_____

Describe Program/Purpose

_____

Describe Reason for Needing the Information

The information will be protected from unauthorized uses and further disclosures as follows:

_____

Describe Process

The Recipient affirms that the information provided will only be used as allowed by all applicable state laws, federal laws, and the Colorado Springs District 11 Colorado Springs District 11 district policies and procedures. Further disclosure or unauthorized use is prohibited. A person, who publishes, divulges, discloses, or makes known in any manner, or to any extent not authorized by federal law any information obtained under this provision may result in a fine of not more than $1,000 or imprisonment of not more than one year, or both, as stipulated in the National School Lunch Act.

This agreement will expire on June 30, 2027 and is understood and accepted by both parties.

We, the below signed, understand and agree to abide by all the above statements.

Signature: _____ Date:_____
Child Nutrition Program Administrator / Determining Official

Signature: _____ Date:_____
Recipient/Education Program Official / Coordinator

This institution is an equal opportunity provider.