

DECEMBER 17, 1998

SUBJECT: Summer Food Service Program (SFSP) Policy Memorandum #8-99:
Use of Other Programs' Eligibility Information for Closed Enrolled Sites and
Camps in the SFSP

TO: Regional Directors
Child Nutrition Programs
All Regions

This memorandum addresses permissible disclosure of free and reduced price eligibility information for the purposes of determining the eligibility of children in closed enrolled sites and camps in the SFSP. This represents a significant revision of SFSP Policy Memorandum #8-98 issued on April 10, 1998.

The attached memorandum, Limited Disclosure of Children's Free and Reduced Price Meal or Free Milk Eligibility Information (SP 99-3): (CACFP 99-2), was issued on December 7, 1998. The memorandum permits the disclosure of names, eligibility status and eligibility information of individual children between persons directly connected with the administration or enforcement of the Child Nutrition Programs (i.e. SFSP, National School Lunch Program, School Breakfast Program, Special Milk Program, Child and Adult Care Food Program, and the Special Supplemental Nutrition Program for Women, Infants and Children.) Therefore, it is now permissible for schools and other local level administrators of Child Nutrition Programs to release free and reduced price eligibility information of individual children to SFSP sponsors for the purpose of documenting the eligibility of children at closed enrolled sites and camps. While the law permits the disclosure of all eligibility information contained on the free and reduced price application, in most SFSP situations it is only necessary to obtain the eligibility status of the child being served. Please note that the entities with eligibility information are not required to release the information. SFSP sponsors may use the eligibility information only for the authorized purpose, and may not share the information further.

Please refer to the attached memorandum for additional details on permissible disclosure of free and reduced price eligibility information.

Please share this information with your State agencies. If you have any questions concerning this memorandum, you may contact Melissa Rothstein or Ron Ulibarri.

/ORIGINAL SIGNED/

STANLEY C. GARNETT
Director
Child Nutrition Division

The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.