



**THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL**

**ALLISON MONBLEAU
DIRECTOR**

**WANDA F. PAUL, M.ED., MBA
CHIEF OPERATING OFFICER**

SCHOOL FOOD SERVICE
3661 INTERSTATE PARK ROAD NORTH, SUITE 100
RIVIERA BEACH, FL 33404

PHONE: 561-383-2000 / FAX: 561-383-2043
WWW.PALMBEACHSCHOOLS.ORG

August 6, 2021
Bulletin #P 22-019 COO

**Action By:
Information Only**

Contact:

Casaundra Hechler, 561-383-2025
casaundra.hechler@palmbeachschools.org

TO: Principals

FROM: Wanda F. Paul, M.Ed., MBA, Chief Operating Officer

SUBJECT: SHARING OF STUDENT MEAL STATUS

In order to remain in compliance with the United States Department of Agriculture, the District must adhere to strict regulations.

Student lunch status may only be shared with individuals outside of those responsible for the operation of the National School Lunch Program in limited situations. Eligibility status may be provided to a staff member who is directly responsible for the administration of specific student local education programs. The following are typical educational situations where status may be shared:

- Every Student Succeeds Act (ESSA)
- Providing tutorial or other assistance under ESSA
- Fee waivers for field trips
- Afterschool programs
- ESE testing
- SAT/ACT fee waivers
- College application fee waivers
- Scholarships

In order to release lunch status, a Confidentiality Agreement for Disclosure of Student Lunch Status Information (PBSD 2528) must be signed by the staff member responsible for the specific activity (e.g., a fee waiver for a field trip) and submitted to the School Food Service Department's Meal Benefits Team (mealbenefits@palmbeachschools.org) each time status is requested. Only the person signing the form may have access to the lunch status data and that person may not share the information with others. In the case of a situation involving sharing a student's meal status with multiple individuals with a "legitimate need to know" (e.g., ESE testing), all parties must sign the Confidentiality Agreement. More than one Confidentiality Agreement may be submitted if the parties that need the information are not available at the same time.

Where student meal status is requested for many students (e.g., SAT/ACT test waivers or field trip), a Permission to Release Roster should be obtained from the School Food Service Department's Meal Benefits Team once the Confidentiality Agreement has been completed.

Any parent who completes a Free and Reduced Price Meal Application has the ability, as they are completing the application, to elect to share their meal status. Students who are directly certified to receive free meals also have the opportunity to return a portion of their eligibility notification letter electing to share their meal status. If the Permission to Release Roster does not contain the students expected, the parents may not have authorized the sharing of their status.

In order to reach out to those parents who may not have previously granted permission to share status, a Meal Status Release Form (PBSD 2529) was developed. This form, once completed by the parent, can be returned to the School Food Service Department's Meal Benefits Team where a staff member will update the database to reflect the authorization. An updated roster can be obtained from the School Food Service Department's Meal Benefits Team.

It is recommended the Meal Status Release Form be kept in the front office, guidance office, student services, and teachers' classrooms so that it can be readily accessible when needed.

Attached to this bulletin is a copy of the Confidentiality Agreement, Meal Status Release Form, and a quick reference sheet which lists the most common scenarios for requesting student meal status, and specific instructions to receive the information.

It is important to avoid overt identification of students who receive free or reduced price meals. Educational opportunities must be the same for all students. Students may not be segregated or offered additional services such as tutoring, based solely on their meal status.

DEF/WFP/AM/MP/DC/CMH:tb
Attachments

Approved: _____

Donald E. Fennoy II, Ed.D., Superintendent



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
SCHOOL FOOD SERVICE

**Confidentiality Agreement for Disclosure of Student Lunch
Status Information
2021-2022 School Year**

PURPOSE AND SCOPE

The School Food Service Department (the "Determining Agency") and

Name of Receiving Department or Program

acknowledge and agree the children's free and reduced-price meals and free milk eligibility information obtained under provisions of the National School Lunch Act (42 USD 1751 et. seq.) or Child Nutrition Act of 1966 (42 USC 1771 et. seq.) and the regulations implementing those Acts is confidential information. This agreement is intended to ensure that any information disclosed about children eligible for free and reduced-price meals or free milk will be used only for purposes specified in this agreement and that both parties recognize that there are penalties for unauthorized disclosures of this eligibility information.

AUTHORITY

Section 9(b)(2)(C)(iii) of the National School Lunch Act (42 USC 1758[b](2)(C)(iii)) authorizes the limited disclosure of children's free and reduced-price meals or free milk eligibility information to specific programs or individuals, without prior parent/guardian consent. Additionally, the statute specifies that for any disclosures not authorized by the statute, the consent of children's parent/guardians must be obtained prior to the disclosure.

Any person who publishes, divulges, discloses, or makes known in any manner, to any extent not authorized by Federal law (Section 9(b)(6)(C)) of the National School Lunch Act (42 USC 1758(b)(6)(C)) or a regulation, any information about a child's eligibility for free and reduced-price meals or free milk shall be fined not more than \$1,000 or imprisonment of not more than 1 year or both.

The *requesting individual* certifies that he/she is currently authorized to administer the following program and that information requested will only be for the program specified: _____ (the "Program").

RESPONSIBILITIES

School Food Service will disclose eligibility information only to persons directly connected to the administration or enforcement of programs authorized access under the National School Lunch Act, or regulations under the Act, or to programs or services for which parents/guardians gave consent.

_____ will ensure that he/she and those directly connected with the Program and the administration or
Name of Receiving Individual

enforcement of the Program require use of the eligibility information as part of his/her job responsibilities and only those listed below will have access to children's eligibility information (all who are listed below must sign this document):

Specify name(s) and title(s):

Name

Title

Name

Title

Name

Title

The individual(s) named will use children's free and reduced-price eligibility information for the specific purpose(s):

- (1) _____
- (2) Will keep all children's free and reduced-price meals eligibility information confidential, and will use that children's eligibility information only for purposes specified above, and understand and acknowledge the penalties for unauthorized disclosures.

School Food Service Signature

Date

Receiving Individual Signature

Date

Receiving Individual Signature

Date

Receiving Individual Signature

Date



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
SCHOOL FOOD SERVICE

Meal Status Release
2021-2022 School Year

In order for the School Food Service Department to provide your child's status information to programs other than the National School Lunch Program, permission from you is required **each school year**. List the student name, date of birth, current school and grade for the student(s) for whom you would like status information to be shared. Contact Meal Benefits at 800-383-2025 if you have any questions.

Student ID # (Optional)	First Name	Last Name	Date of Birth	Current School	Grade

Please return the signed Meal Status Release to:

School Food Service
3661 Interstate Park Road North, Suite 100
Riviera Beach, FL 33404

Phone: 561-383-2000

Fax: 561-383-2043

Email: Mealbenefits@palmbeachschools.org

Web: www.palmbeachschools.org/sfs

You may change this consent any time by sending a written notice to School Food Service. **Sending in this form will not change whether your child receives free or reduced price meals, nor will your financial information be released, only the student's meal status.** Please note that the only information released will be the student's meal status. School Food Service will not share any information contained in the application, nor will we release information for any purpose other than what is outlined in this consent.

As the parent or guardian for the student listed above, I hereby grant permission for the School District of Palm Beach County-School Food Service Department to share lunch status information for the above-referenced student(s) with other School District of Palm Beach County program administrators in order to determine whether my child(ren) qualifies for benefits based upon his/her free/reduced lunch status. This could include field trips, fee waivers and possible scholarships.

Parent/Guardian Signature

Date

Parent/Guardian Printed Name

The School Board of Palm Beach County, Florida, prohibits discrimination in admission to or access to, or employment in its programs and activities, on the basis of race, color, national origin, sex or sexual orientation, marital status, age, religion, disability, genetic information, gender identity or expression, or any other characteristics prohibited by law. The School Board also provides equal access to the Boy Scouts and other designated youth groups. The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 890-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish). USDA is an equal opportunity provider and employer.



Autorización para Divulgar el Estatus de Alimentación Escolar Año Escolar 2021-2022

Con el fin de que el Departamento de Servicios de Alimentación Escolar proporcione la información del estatus de su hijo(a) a otros programas diferentes al Programa Nacional de Almuerzo Escolar, se requiere permiso de ustedes **cada año escolar**. Ingresen el nombre del estudiante, la fecha de nacimiento, la escuela actual y el grado del estudiante(s) de quien le gustaría se compartiera esta información. Comuníquense con Beneficios de Comidas al 800-383-2025 si tienen cualquier pregunta.

# de Estudiante (Opcional)	Nombre	Apellido	Fecha de Nacimiento	Escuela Actual	Grado

Por favor, devuelvan la carta firmada a:

School Food Service Department:
3661 Interstate Park Road North, Suite 100
Riviera Beach, FL 33404

Teléfono: 561-383-2000

Fax 561-383-2043

Email: Mealbenefits@palmbeachschools.org

Sitio web: www.palmbeachschools.org/sfs

Pueden cambiar este consentimiento en cualquier momento enviando un aviso, por escrito, al Servicio de Alimentación Escolar. **El enviar este formulario no cambiará el que su hijo reciba comidas gratis o a precio reducido, ni su información financiera será divulgada, solamente el estatus de las comidas del estudiante.** Por favor, tengan en cuenta que la única información que se da a conocer será la del estatus de alimentación escolar del estudiante. El Servicio de Alimentación Escolar no compartirá ninguna información de la solicitud ni daremos a conocer información para ningún otro propósito que no sea el que está descrito en este consentimiento.

Como uno de los padres o tutores del estudiante mencionado anteriormente, por la presente concedo permiso al Departamento de Servicios de Alimentación Escolar del Distrito Escolar del Condado de Palm Beach para compartir la información del estatus del almuerzo para el estudiante (s) antes mencionado con otros administradores de programas del Distrito Escolar del Condado de Palm Beach con el fin de determinar si mi hijo(s) califica para los beneficios basados en su estatus de comidas gratis o a precio reducido. Esto podría incluir excursiones escolares, exoneraciones de pagos y posibles becas.

Firma de uno de los Padres o Tutores

Fecha

Nombre en Letra de Molde de uno de los Padres o Tutores

La Junta Escolar del Condado de Palm Beach, Florida prohíbe la discriminación para la admisión o el acceso a, o el empleo en sus programas y actividades, basándose en la raza, el color, el origen nacional, el sexo o la orientación sexual, el estado civil, la edad, la religión, la discapacidad, la información genética, la identidad o expresión de género u otras características prohibidas por la ley. La Junta Escolar también proporciona igual acceso a los Boy Scouts y otros grupos juveniles designados. El Departamento de Agricultura de los Estados Unidos (USDA, por sus siglas en inglés) prohíbe la discriminación contra sus clientes, empleados y solicitantes de empleo, basándose en la raza, el color, el origen nacional, la edad, la discapacidad, el sexo, la identidad de género, la religión, la represalia y donde corresponda, las creencias políticas, el estado civil, el estatus familiar o parental, la orientación sexual o si todo o parte del ingreso de un individuo se deriva de cualquier programa de asistencia pública o de la información genética protegida en el empleo o en cualquier programa o actividad realizada o financiada por el Departamento. (No todo lo prohibido aplicará a todos los programas y/o actividades de empleo). Si desea presentar una queja de discriminación al programa de Derechos Civiles, llene el Formulario de Quejas de Discriminación del Programa de USDA que se encuentra en línea en http://www.asec.usda.gov/complaint_filing_cust.html o en cualquier oficina de USDA, o llame al (866) 632-9992 para solicitar el formulario. También puede escribir una carta que contenga toda la información solicitada en el formulario. Envíenos, por correo, su formulario de quejas completado o carta al U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-0410, por fax al (202) 690-7442 o por correo electrónico a program.intake@usda.gov. Las personas sordas, con dificultades auditivas o que tienen discapacidades de lenguaje pueden comunicarse con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339 ó (800) 845-6136 (en español). El USDA es un empleador y proveedor de oportunidades equitativas.



DISTRI LEKÒL REJYON PALM BEACH
SÈVIS MANJE LEKÒL
Fòm sou Kondisyon Repa
Ane Akademik 2021-2022

Pou Depatman Sèvis Manje Lekòl pataje enfòmasyon sou pitit ou a ak lòt pwogram ki pa Pwogram Nasyonal Manje Lekòl la, ou dwe bay pèmasyon **chak ane lekòl**. Mete non elèv la, dat nesans, lekòl aktyèl epi klas pou elèv (yo) ou ta renmen pataje enfòmasyon sa a. Kontakte Benefis pou Repa nan 800-383-2025 si w gen nenpòt kesyon sou fòm sa a.

# ID Elèv (Opsyonèl)	Prenon	Siyati	Dat Nesans	Lekòl Aktyèl	Klas

Tanpri, retounen Fòm sou Kondisyon Repa a nan:

School Food Service
3661 Interstate Park Road North, Suite 100
Riviera Beach, FL 33404

Telefòn: 561-383-2000

Faks: 561-383-2043

Email: Mealbenefits@palmbeachschools.org

Web: www.palmbeachschools.org/sfs

Pou chanje konsantman sa a nenpòt kilè, ou kapab ekri yon nòt voye bay Sèvis Manje Lekòl la. **Voye fòm sa a p ap chanje kondisyon pou pitit ou a resevwa manje gratis oswa a pri redil; li p ap nonplis revele enfòmasyon finansye ou; se sèlman pou kondisyon repa elèv la.** Tanpri, note sa, se sèlman enfòmasyon sou kondisyon repa elèv la y ap revele. Sèvis manje lekòl la p ap pataje okenn enfòmasyon ki nan aplikasyon an; nonplis, nou p ap revele enfòmasyon yo pou lòt rezon, eksepte pou sa ki souliye nan konsantman sa a.

Kòm paran oswa responsab elèv ki mansyone anwo a, mwen bay Depatman Sèvis Manje Lekòl Distri Lekòl Rejyon Palm Beach la pèmasyon pou li pataje enfòmasyon sou kondisyon manje pou elèv yo refere anwo a bay administratè pwogram lòt lekòl nan Distri Rejyon Palm Beach la pou yo kapab detèmine si pitit mwen (yo) kalifye pou benefis baze sou kondisyon manje midi gratis oswa a pri redil li. Sa kapab enkli pwomnad, egzansyon gratis ak bousdetid posib.

Siyati Paran/Responsab

Dat

Non an lèt detache Paran/Responsab

Distri Lekòl Rejyon Palm Beach la entèdi diskriminasyon nan admisyon, oswa aksè, oswa anplwa nan pwogram ak aktivite li yo sou baz ras, koulè, orijin nasyonal, laj, andikap, sèks oswa oryantasyon seksyèl, atiyasyon marital, laj, relijyon, andikap, enfòmasyon jenetik, idantite oswa ekspresyon seksyèl, oswa tout lòt karakteristik lajwa entèdi. Anplis, Distri Lekòl la bay tout moun menm aksè nan eskout oswa lòt gwoup jèn yo dezlye. Depatman Agrikilti (USDA) nan peyi Etazini, entèdi diskriminasyon kont kliyan, anplwaye ak aplikan pou travay ki baze sou ras, koulè, nasyonalite, laj, andikap, sèks, oryantasyon seksyèl, relijyon, reprezay, ak kote yo aplikab, kwayans politik, relasyon konjigal, relasyon famiyal oswa parantèl, oryantasyon seksyèl, oswa si tout oswa pati yon revni endividyèl ki soti nan nenpòt pwogram asistans piblik, oswa enfòmasyon jenetik pwoteje nan travay oswa nan nenpòt pwogram oswa aktivite Depatman an kreye oswa finanse. (Se pa tout estat ki entèdi yo k ap aplike pou tout pwogram ak/oswa aktivite anplwa.) Si w vle pote plent kont diskriminasyon, ranpli aplikasyon pwogram USDA kont diskriminasyon nan http://www.ascr.usda.gov/complaint_filing_cust.html, oswa nenpòt biwo USDA, oswa rele nan (866) 632-9992 pou mande yon aplikasyon. Ou kapab tou ekri yon lèt ki gen tout enfòmasyon yo mande nan aplikasyon an. Voye aplikasyon ki ranpli a oswa lèt doleyans la ba nou pa lapòs nan U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, pa faks (202) 690-7442 oswa pa imel nan program.intake@usda.gov. Moun ki tande di oswa ki gen difikilte pou pale yo kapab kontakte USDA pa mwayen Sèvis Transmisyon Federal nan (800) 877-8339; oswa (800) 846-6136 (pou Panyòl). USDA se yon enstitiyon oswa yon anplwaye ki bay tout moun menm opòtinite.



Divulgação de Informações Sobre o Recebimento de Refeições Ano Letivo de 2021-2022

Para que o Departamento de Serviços de Alimentação Escolar divulgue informações sobre seu filho, a respeito de recebimento de refeições a programas que não seja o Programa Federal de Almoço Escolar, será necessário obter sua permissão a cada ano letivo. Forneça o nome do aluno, data de nascimento, escola atual e série do aluno(s) para os programas que os senhores desejam compartilhar as informações sobre recebimento de refeições. Entre em contato com Benefícios para refeições pelo tel. 800-383-2025, caso tenham alguma pergunta.

ID do aluno(a) (Opcional)	Primeiro nome	Último nome	Data do nascimento	Escola atual	Série

Solicitamos que enviem o formulário de Divulgação das Informações sobre Recebimento de Refeições assinado para:

School Food Service
3861 Interstate Park Road North, Suite 100
Riviera Beach, FL 33404

Fone: 561-383-2000

Fax: 561-383-2043

Email: Mealbenefits@palmbeachschools.org

Web: www.palmbeachschools.org/sfs

O(a) senhor(a) poderá mudar este consentimento em qualquer ocasião, basta enviar um aviso por escrito ao Serviço de Alimentação Escolar. **Se o seu filho está recebendo refeições gratuitas ou a preço reduzido, o envio deste formulário não mudará nada e nem informações sobre os seus rendimentos serão compartilhadas, apenas informaremos sobre o recebimento de refeições.** Observe que a única informação compartilhada será sobre recebimento de refeições. O Serviço de Alimentação Escolar não compartilhará nenhuma informação deste formulário, nem divulgará informações por nenhum outro motivo que não seja destacado neste consentimento.

Como pais ou responsáveis do aluno citado acima; eu, dou permissão para o Departamento de Serviços de Alimentação Escolar do Distrito Escolar do Condado de Palm Beach compartilhar as informações sobre o almoço escolar do(s) aluno(s) citado(s) acima, com outros administradores de programas do distrito escolar do Condado de Palm Beach, com a finalidade de determinar se o meu filho se qualifica a receber benefícios, mediante o recebimento de almoço gratuito ou a preço reduzido. Isto pode incluir passeios educacionais, isenção de taxas e possibilidade de bolsa de estudos

Assinatura do pai/mãe ou responsável

Data

Nome em letra de forma do pai/mãe ou responsável

The School Board of Palm Beach County, Florida, prohibits discrimination in admission to or access to, or employment in its programs and activities, on the basis of race, color, national origin, sex or sexual orientation, marital status, age, religion, disability, genetic information, gender identity or expression, or any other characteristics prohibited by law. The School Board also provides equal access to the Boy Scouts and other designated youth groups. The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish). USDA is an equal opportunity provider and employer.

COMMON SCENARIOS FOR REQUESTING MEAL STATUS

Please remember that we can only release the names of the students whose parents have returned PBSD 2529 Meal Status Release Form, marked the share meal status box on the lunch application, or returned a signed Direct Certification Notification Letter. We suggest you put this form in your first day of school forms packet which are sent home with the students, as well as new student packets. You must allow adequate time for students to return the forms and for processing so that the students appear on the rosters you request. Cafeteria managers cannot provide this information.

1. Elementary Schools and Middle Schools
 - a. Field Trip Fee Waivers – All teachers collecting money should complete PBSD 2528 Confidentiality Agreement. Please specify the grade(s) that are attending. A new request is required for each field trip.
 - b. ESE/Gifted Testing – It is recommended that the parent be provided with the Meal Status Release form at the same time as the testing authorization form so that the release of meal status is ensured. All child study team members need to complete the Confidentiality Agreement. The Confidentiality Agreement will stay on file for the school year and all subsequent meal status requests for testing will only require the Meal Status Release form.
 - c. Aftercare Fee Waivers – Aftercare directors should complete PBSD 2528 Confidentiality Agreement and will be provided with a roster of students whose parents have authorized the release of the meal status. Parents should not be directed to contact the Free and Reduced Department for replacement letters for collection by the school.
2. High School
 - a. SAT/ACT Testing Fee Waivers – All guidance counselors and testing coordinators should submit the Confidentiality Agreement. The Confidentiality Agreement will stay on file for the school year, and all subsequent meal status requests for testing will only require the Meal Status Release form. Counselors can request a roster of all students in testing grades that have submitted the Meal Status Release form. Counselors should return the forms throughout the year so that the roster is continuously updated. Parents and students should not be directed to contact the Cafeteria Manager or the Free and Reduced Department en masse for replacement letters in lieu of following the established procedure.
3. All forms can be sent via email to mealbenefits@palmbeachschools.org, via fax 561-383-2043, via pony, or given to the cafeteria manager to forward.
4. If a parent requests a replacement eligibility letter, please refer them to the School Food Service Free and Reduced Department 561-383-2025.