

CONFIDENTIALITY—DISCLOSURE OF INFORMATION

What would you do if someone from another organization asked you for information on the children's eligibility for free and reduced-price meals? Or what if it was a co-worker who works with a different program within your organization? Would you share the information? Remember, any information written on the Household Eligibility Applications is CONFIDENTIAL. You cannot even share the information with your fellow coworker; you are ONLY allowed to use the information for meal benefits. However, you are allowed to disclose aggregate information to any program or individual. This means you can give them the **total number of children** eligible for free or reduced-price meals; **68 Free and 31 Reduced**. You are allowed to provide this information because it does not identify individual children; therefore, parental notification and parental consent are not needed.

Your organization may ONLY disclose children's eligibility information to programs, activities, and individuals as specified in the chart on the next page. The chart specifically shows who may receive information and the specific information that is allowed to be given. **This is an option and your organization is NOT required to share this information.** Although a program or person may be authorized to receive free and reduced-price eligibility information as show in the chart, there must be a legitimate need to know this information in order to provide the service or carry out the authorized activity.

If your organization plans to disclose a child's eligibility status for purposes other than determining free or reduced-price meal benefits, your organization must inform the child's parent/guardian of this potential disclosure. In some cases, your organization must obtain parental consent prior to the disclosure. In Illinois, it is a state law to require each organization in the Child Nutrition Programs to share children's eligibility status for purposes of enrolling children in the State Children's Health Insurance Programs, also known as All Kids. That is why the Household Eligibility Application includes Number 4, All Kids Health Insurance Program, households are given the opportunity to decline the disclosure of the information they are providing. Just because this information is on the application does not mean you will be approached by the state agency administering All Kid's. However, if you are approached, you still must follow the disclosure rules. Also use the prototype *Disclosure Form* available at <https://www.isbe.net/Documents/SHINF.pdf>.