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October 6, 2006

TO: Career and Technical Education Administrators
Child Nutrition Program Directors

FROM: Lynn Hoggard, Section Chief
Child Nutrition Services

Rebecca B. Payne, Assistant Director
Secondary Education Division

MEMORANDUM OF AGREEMENT BETWEEN CTE AND CNP

Attached is a copy of the Memorandum of Agreement between N.C. Career and Technical Education and the Child Nutrition Services Section of the N.C. Department of Public Instruction that goes into effect Monday, October 9, 2006. This agreement allows the use of free and reduced price meal and free milk eligibility status information to identify students as economically disadvantaged as required by the Carl D. Perkins Vocational and Technical Education Act of 1998.

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 meal or free milk eligibility information to specific programs or individuals without prior parent/guardian consent. This agreement prescribes very specifically how information can be disseminated to CTE, how it can be used by teachers and support staff within CTE, and when it should be destroyed. It is essential that all persons involved in this effort follow the terms of the agreement closely.

It is also critical that all possible steps be taken to protect the privacy of students. Electronic and paper files concerning student eligibility for free and reduced price meals or free milk should be kept secured. The law provides stiff penalties for disclosure of this information.

If you have questions about this agreement, contact Lynn Hoggard (919-807-3506) or Rhonda Welfare (919-807-3876).

SECONDARY EDUCATION DIVISION

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