

Web-based Meal Applications 2019-2020 Policy Statement

The School Food Authority (SFA) will implement a web-based meal application process that meets all the federal and state requirements in accordance with 7 CFR Parts: 15, 210, 220, 245, and Title 2 CFR 200.

It is the responsibility of the SFA to train all personnel, including the technology support personnel associated with the web-based meal application process, with regard to compliance issues and confidentiality regulations in the Policy Statement.

Web-based meal applications must be approved by the Arkansas Department of Education, Child Nutrition Unit (ADE, CNU) prior to the use by the district for web publication.

Link to web-based meal application for SY 2019-2020:

Check in the box indicating compliance with federal and state requirements:

SFA has written policies and procedures that apply to web-based meal application process for meal benefits to ensure:

- Online documents are legally binding,
- Security issues surrounding student and parent confidentiality and data protection is provided,
- Family Educational Rights and Privacy Act (FERPA) regulations are in compliance,
- Personal Identifiable Information (PII), i.e. social security numbers, are protected at all levels,
- Security issues regarding scanned documents/data storage have been fully addressed,
- Security, Backup, and Disposal of online documents containing FERPA and PII data align with district policy and procedures
- Access to web-based meal applications is made available to the ADE, CNU during applicable reviews,
- Confirmation that **Level 2 Electronic Digital Signatures Authentication System** meets all requirements specified by the USDA, National Institute of Standards and Technology (NIST) Guidance, the Arkansas Uniform Electronic Signatures Act, A.C.A. §25-31-101 et seq., the ADE, CNU, and applicable Arkansas Division of Information Services State Security Guidance.

By signing below, you are agreeing that the district will follow all policy and procedures pertaining to web-based meal applications.

Superintendent signature:

Technology Coordinator Signature:

Child Nutrition Director Signature:

Date:

Date:

Date:

Approved by ADE, CNU Area Specialist: _____