



Child Nutrition & Wellness

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New Guidance on Responding to Requests from E-Rate Auditors

This information was distributed to KSDE's email lists of School Nutrition Program authorized representatives and food service directors.

The Federal Communications Commission (FCC), through the Universal Service Administrative Company (USAC) administers the E-Rate program. E-Rate provides discounts to schools for telecommunication and Internet access. The discount rates are based on the percentage of students approved for reduced price and free school meals. USAC has contracted with private firms to conduct audits of the E-Rate discounts given to schools.

USDA has determined that Child Nutrition Program sponsors can provide information to E-Rate auditors to enable them to confirm that:

- An application or documentation of direct certification exists for a small sample of students approved for reduced price or free meals
- Information on each application in the sample was accurately processed (i.e. that the income and the number of persons in the household were totaled correctly and that the appropriate Income Eligibility Guidelines were used).
- The students listed on rosters as eligible for reduced price or free meals have approved applications or direct certification documentation on file.
- The number of children used for statistical purposes is based on approved applications.

The auditors are expected to bring any discrepancies found to the attention of the Local Education Agency.

E-Rate auditors **cannot**:

- Contact households or other sources (such as employers or assistance agencies) to confirm information on the application.
- Retain personal student information.
- Share or release individual student information.

Prior to the sponsor releasing confidential information, the E-Rate auditors should be required to sign Form 6-A found in *Food Service Facts*, Chapter 6. To access this document, go to www.kn-eat.org, School Nutrition Programs, Policies & Guidance, Food Service Facts.

Please contact the Child Nutrition & Wellness office at 785-296-2276 or your area consultant if you have questions regarding this policy.