



DEPARTMENT OF EDUCATION


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DOE WEBSITE: <http://www.doe.k12.de.us>

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August 6, 2012

MEMORANDUM

TO: School Nutrition Supervisors
Single Unit and Special School Administrators

FROM: Aimee F. Beam, RD, LDN 
Education Associate, School Nutrition Programs

SUBJECT: **SY 2012-13 Operational Memo #5**
ASSIST Registration Instructions

The Application for Social Service and Internet Screening Tool (ASSIST) now includes a feature that allows families to complete a Meal Benefit Form for the National School Lunch Program. Many School Food Authorities have already been trained on using this system, and others will be training during the month of August 2012. This memo contains documents with instructions for accessing the ASSIST program in order to view Meal Benefit Forms for your school.

The following steps are required to gain access to ASSIST:

1. Complete the DOE User Agreement (attached) and fax to DOE at 302-739-6397
2. Access the ASSIST Registration Page (see attached instructions)
 - a. Create a user name and password
 - b. Print and sign 3 forms and fax to DHSS at 302-661-7213
 - i. Non-disclosure form
 - ii. Authorization form
 - iii. Acceptable use policy form

An ASSIST link has been added for your convenience to the Department of Education website under School Nutrition: http://www.doe.k12.de.us/infosuites/students_family/nutrition/default.shtml. This is the link that you will use once you have been granted access and want to view Meal Benefit Forms.

We have been informed that there are applications in the system, so please do not delay in completing the above steps. If you have questions please call 302-735-4060.

AFB
Attachment

cc: Linda C. Wolfe, RN, MEd, Director, School Support Services
Field Agents

Delaware Department of Education
School Nutrition Programs
Delaware ASSIST Service Provider Access Disclaimer

The following provisions are required for any School Nutrition Employee to be granted access to Delaware ASSIST:

1. I agree not to access Meal Benefit Forms posted to other service providers as it is a violation of confidentiality.
2. I agree only to access Meal Benefit Forms for children/families in my school(s) or district.
3. I understand that, in addition to confidential student information, any information I have access to in ASSIST is also confidential.
4. I agree not to permit any person(s) to examine or make copies of any Meal Benefit Forms for my school(s) or district.
5. I agree to consult with my immediate supervisor or the next level of management prior to disclosure if there is any question concerning the authority to release specific confidential information.
6. In accordance with Federal Regulations, information on the Meal Benefit Forms will be kept confidential and will not be shared with anyone other than the applicant and office staff assigned to processing the forms.

I have read all of the above sections of this Agreement. I understand and agree with the above provisions.

User Signature _____

User Name (printed) _____ Date _____

I agree to notify the security administrator of any change in this individual's privileges or employment status.

Supervisor Signature _____ Date _____

ASSIST Registration Process

Each School Food Authority (SFA) will need to access the ASSIST Registration link and complete registration: <https://assist.dhss.delaware.gov/Register/Default.aspx>.

Each person who will need access to print applications from the site will need to complete this process. The final step of registration will require that you print out 3 forms that need to be signed by a supervisor. SFA supervisors should have their director sign off on their forms. Once these pages have been signed, fax the forms to the DHSS Helpdesk, (302) 661-7213, for processing. As per the DHSS ASSIST site: "Pending approval you will receive your login information through e-mail".

Step 1: Follow the link to the ASSIST Access Registration Page and click 'Sign up' at the bottom right. <https://assist.dhss.delaware.gov/Register/Default.aspx>

ASSIST Account Registration
Provided by Delaware Health & Social Services

ASSIST Registration

For State Users:
Please use your CSG (first.lastname) credentials to sign in below and complete the ASSIST registration process. Access to the Application for Social Services and Internet Screening Tool (ASSIST) Administrator module requires an App Domain (CSG).
If you do not have an Applications Domain account you will need to click the "Sign Up" link.
If you have registration problems please contact the DHSS Helpdesk at 302-255-9150

Existing Apps Domain (CSG) Account

Login ID:
Password:

For Community Partners & Service Providers:
Access to the Application for Social Services and Internet Screening Tool (ASSIST) Community Partner or Service Provider. To register for access to the Applications Domain for ASSIST Access Only please click the "Sign Up" link and follow the instructions.

[Sign Up](#)

Note: If you have already successfully registered and need to re-print the authorization form(s), please use the link [here](#).

Click 'OK' when this box appears.

If you already have a CSG (first.lastname) account, please click cancel and sign in as an existing user.

Step 2: Choose NSLP from the drop-down menu under 'Service Provider'.

delaware.gov https://assist.dhss.delaware.gov/Register/Default.aspx

ASSIST Account Registration

Provided by Delaware Health & Social Services




ASSIST Registration

In order to register for an ASSIST account you must select a request type.

Request Type

Administration:	<input type="text"/>
Community Partner:	<input type="text"/>
Service Provider:	<input type="text"/>


Next 

- Food Bank
- LIFEAP
- NSLP**

Step 3: Fill out the personal registration information and create your password.

ASSIST Account Registration

Provided by Delaware Health & Social Services



ASSIST Registration

Please complete all information below to register for the ASSIST application.

Account Information

Requestor's Division:	<input type="text"/>
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Work Phone:	<input type="text"/> ### ### ####
E-Mail Address:	<input type="text"/>

NOTE: You must choose 'other' from this drop down menu.

Passwords must be at least 10 characters in length and have at least one uppercase & lowercase letter and a number or special character.

Account Password:	<input type="text"/>
Confirm Password:	<input type="text"/>

Next

Step 4: Print and sign the 3 required forms. ALL SFAs including public school districts must complete all 3 forms and are NOT considered state employees since they are not DHSS employees. DHSS has told us we are to consider all SFAs as non-state employees for this form. NOTE: Do not send these 3 forms to DOE. The only form needed for DOE is the DOE User Agreement.

Fax the 3 forms to the DHSS Helpdesk: (302) 661-7213.

delaware.gov | https://assist.dhss.delaware.gov/Register/Default.aspx

ASSIST Account Registration
Provided by Delaware Health & Social Services

ASSIST Registration

Please click on each of the following view/print form links and review and print the document displayed. You must then check the boxes next to each "I Agree" form. **Before clicking the Finish button be sure to print a copy of each form for signature.** Once you have signed all forms, deliver the originals to your immediate supervisor, the DHSS Helpdesk, (302) 661-7213, for processing. Upon completing all of these tasks your registration will be complete. Pending approval you will receive a confirmation email. **Complete this step of the online registration process.**

Note: You must complete the tasks as described above to register successfully.

View/Print Forms

1. Non-Disclosure Form: View/Print Form -- <input type="checkbox"/> I Agree
2. Authorization Form: View/Print Form <input type="checkbox"/> I Agree
3. Acceptable Use Policy Form: (only needed for Non-State workers) View/Print Form -- <input type="checkbox"/> I Agree

(Please note that for the Acceptable Use Form, only page 7 needs to be printed and signed.)

REMINDER:

There is also a DOE User Agreement that must be completed, signed, and faxed to DOE prior to accessing to this site. Call the DOE School Nutrition office for more information or to obtain this form. (302-735-4060)