

DEPARTMENT OF EDUCATION

The Townsend Building 401 Federal Street Suite 2 Dover, Delaware 19901-3639 DOE WEBSITE: http://www.doe.k12.de.us Mark T. Murphy Secretary of Education Voice: (302) 735-4000 FAX: (302) 739-4654

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.
- 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.
- 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 administra employment status.	tor of any change in this individual's privileges o
Supervisor Signature	Date

ASSIST Registration Process

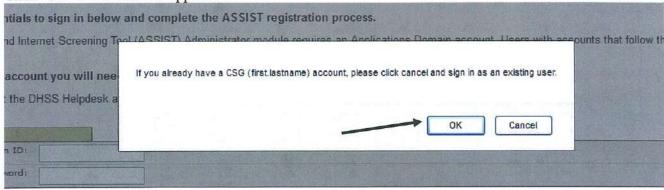
Each School Food Authority (SFA) will need to access the ASSIST Registration link and complete registration: https://assist.dhss.delaware.gov/Register/Default.aspx.

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



Click 'OK' when this box appears.



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



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



Step 4: Print and sign the <u>3 required forms</u>. 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.



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)