

## Local Education Agency (LEA) Electronic System

### Security Issue Checklist

Have all avenues been assessed and has it been determined that an electronic system is more appropriate than a paper one at the Local Education Agency (LEA) level?

- Does the LEA have the capability to provide legally binding electronic signatures? (If not then documents must be initially submitted in hard copy)
- Has a Level 2 identity authentication assurance been reached by way of passwords, PINs or some other preventative measure?
- Has the LEA assessed the potential harm and the likelihood of such harm, from an authentication error?

*Harm and impact include but are not limited to:*

- *Inconvenience, distress, or damage to standing or reputation*
  - *Financial loss or agency liability*
  - *Harm to agency programs or public interests*
  - *Unauthorized release of sensitive information*
  - *Personal safety*
  - *Civil or criminal violations*
- Does the LEA have a process that links the electronic signature to the applicant?

**Document Source:** United States Department of Agriculture, Food & Nutrition Services, Policy Memo SP 10-2007, SFSP 06-2007, CACFP 07-2007 dated May 1, 2007 part B5.