

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

MAURICE L. WOODS  
CHIEF STRATEGY & OPERATIONS OFFICER

April 4, 2019



TO: All Principals  
FROM: Maurice L. Woods *MLW*  
Chief Strategy & Operations Officer

VIA: Valerie S. Wanza, Ph.D.  
Chief School Performance & Accountability Officer

SUBJECT: **NO CHECKS ACCEPTED FOR MEAL SERVICES AFTER APRIL 30, 2019  
NOTIFICATION LETTER TO PARENTS**

In accordance with year-end procedures, and to ensure that all checks received by the District have adequate time to be processed by the bank prior to the end of the 2018/19 school year, checks will not be accepted as payment for meal services after Tuesday, April 30, 2019. Please take the necessary action to inform teachers, parents, and students that checks will not be accepted after this deadline.

**Effective Wednesday, May 1, 2019**, the Food and Nutrition Services Department cannot accept checks as payment for student meals for the remainder of the 2018/19 school year. **However, this does not affect on-line payment access at: [myschoolbucks.com](http://myschoolbucks.com).**

Please send a letter home with your students notifying parents of the above meal services payment information. Attached is a prototype letter that may be used on your school's letterhead to notify parents of this procedure.

If you have any questions, **please contact the Food and Nutrition Services Department at: 754-321-0244.**

VSW/MLW/MM:mf  
Attachment

cc: Robert W. Runcie, Superintendent of Schools  
Mary Mulder, Director, Food and Nutrition Services  
Directors, School Performance and Accountability  
Diane Punziano, Assistant Director, Food and Nutrition Services  
Mark Mills, Finance Manager, Food and Nutrition Services  
Food and Nutrition Services Area Supervisors  
Food and Nutrition Services Accounting

# **PROTOTYPE LETTER**

## **FOR USE ON YOUR SCHOOL LETTERHEAD**

**DATE:** \_\_\_\_\_

**TO: Parents of students attending** \_\_\_\_\_ **School**

In order to ensure that all checks received for payment of student meals have adequate time to be processed by the bank prior to the end of the 2018/19 school year, checks will no longer be accepted as payment for meal services after April 30, 2019.

**Effective May 1, 2019, Food and Nutrition Services cannot accept checks as payment for student meals for the remainder of this school year.**

**This does not affect on-line payment access at [myschoolbucks.com](http://myschoolbucks.com).**

**If you have any questions please contact Food and Nutrition Services Accounting Department, at (754) 321-0244.**