

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
OFFICE OF THE CHIEF STRATEGY & OPERATIONS OFFICER**

**MAURICE L. WOODS  
CHIEF STRATEGY & OPERATIONS OFFICER**

August 1, 2018

TO: All Principals

FROM: Maurice L. Woods   
Chief Strategy & Operations Officer

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

**SUBJECT: FOOD AND NUTRITION SERVICES REFERENCE POINT GUIDE**

Meal program information for the 2018/19 school year is being provided by the Food and Nutrition Services Department on the attached Reference Point Guide for Principals. The attached document provides all pertinent information relating to the Food and Nutrition Services department.

As a reminder, the Food and Nutrition Services department procedure allows each elementary school student the opportunity to charge one lunch meal. Charging at middle schools is at the discretion of each school based administration. No charging of meals is allowed in high schools.

A plan for an alternate meal for the student should be available, providing the opportunity of a replacement meal for the student. Your Food and Nutrition Services Manager will contact you to develop a plan for alternate meals for students who have exhausted their meal charge. The Food and Nutrition Services department reached out to parents this summer regarding outstanding meal charges. The department will continue to provide parents the opportunity to pay past due accounts.

The meal charging process is mandated by the United States Department of Agriculture to be communicated to parents. Please include this information in your opening newsletter and on your school website.

The current Food and Nutrition Services Area Supervisor school assignments for the 2018/19 school year is also attached. The assigned area supervisor will visit your site the first month of school.

VSW/MLW/MM:mf  
Attachments (2)

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