

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

**Donnie Carter, Chief Operations Officer**

August 20, 2010

TO: All Principals

FROM: Donnie Carter  
Chief Operations Officer

VIA: Area Superintendents

SUBJECT: **PARENTS ENCOURAGED TO COMPLETE MULTI-CHILD  
APPLICATION FOR FREE AND REDUCED PRICE MEALS  
FISCAL YEAR 2010-2011**

The School District's Child Nutrition Programs cannot operate without the support and assistance obtained from our Principals. In a continued effort to create awareness of the Free and Reduced Price Meals Program, and to provide assistance to parents, the following instructional aides have been attached for your review and use:

- The Marketing Campaign of Free and Reduced Price Meals presents a brief review of our efforts to market free and reduced price meals and the importance of completing applications.
- Flyers in English, Spanish, Creole, and Portuguese, advertising free and reduced price meals that you can copy and distribute to parents. Posters for the front office and cafeteria have been sent to each school. The flyers and posters encourage parents to complete the application online via the internet at [www.broward.k12.fl.us/foodservice/](http://www.broward.k12.fl.us/foodservice/). The Food and Nutrition website also includes detailed step-by-step written instructions along with a voiceover for parents who prefer to complete a paper application.
- Schedule for Food and Nutrition Services staff to visit those schools with a high rate of students receiving free and reduced price meals to assist parents with completing applications.
- The Food and Nutrition Services Department has staff members to speak with parents in Spanish and Creole.

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Each School Designee was given an application for individual schools during their training session that was conducted on July 7, 2010, and August 18, 2010, by the Food and Nutrition Services Department. The application packet for Free and Reduced Price Meals includes examples of how to complete the application. The cover letter includes a telephone number and e-mail address for parents to request assistance.

Through our combined efforts, the number of applications and students eligible for free and reduced price meals will increase this year. Your assistance is greatly appreciated.

**If you have questions or helpful comments, please contact Barbara Leslie, Director, Food and Nutrition Services at 754-321-0215 or via e-mail at [barbara.leslie@browardschools.com](mailto:barbara.leslie@browardschools.com).**

LB/DC/JSM/BL/MM:ls  
Attachments

cc: James F. Notter, Superintendent of Schools  
Area Directors School Improvement  
Jeffrey S. Moquin, Executive Director, Support Operations  
Barbara Leslie, Director, Food and Nutrition Services  
Mark Mills, Manager I, Food and Nutrition Services  
Food and Nutrition Services Area Supervisors  
Food and Nutrition Services Free and Reduced Office Staff  
School Free and Reduced Price Meals Designee