



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

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CONTACT PERSONS

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ACTION BY:
August 1, 2012

TO: All Principals and School Food Service Managers
FROM: Michael Burke, Chief Operating Officer 
SUBJECT: **FY 2013 FREE & REDUCED PRICE MEAL APPLICATIONS – NEW INFORMATION**

Free and Reduced Meal Benefit Application Process

For the past three years we have been utilizing the on-line system which allows for faster, more efficient processing of the applications. In order to promote the use of the online system, School Food Service is mailing home an informational flyer. We prefer you continue to direct parent/guardian to our online website www.palmbeachschools.org/sfs. We are also enclosing a list of Community Partner locations, where parents can get assistance completing Free & Reduced Applications. They can also use the public libraries. We hope that by communicating the electronic method of applying for benefits to the parents we will be able to more quickly qualify students to receive meal benefits.

Please be advised that the FY 2013 Family Applications for Free & Reduced Price Meals will not be mailed home to students this year, as we would like to encourage the parents to apply online. Due to Federal regulations, an application will still need to be provided to each student. We will be distributing enough applications for your entire enrollment to your Cafeteria Manager, August 9, 2012. The application will need to be included with your "first day of school packet" that you send home with each student. A supply of extra applications for new students in English, Spanish and Creole will also be provided to be used throughout the course of the year.

The Title 1 report will continue to be made available and updated each Friday night on our Web page at www.palmbeachschools.org/sfs/MealApplicationInformation.asp.

Should you have any questions concerning the Free and Reduced process, please refer to the contact persons noted above.

MJB/SGB/MP/SF

Approved: 
E. Wayne Gent, Superintendent