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Mary Kay Gallagher  
Superintendent

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Michael Zopf  
Assistant Superintendent  
Finance and Operations

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**Revised 3/24/20**

Dear Parent/Guardian,

Beginning **Wednesday, March 18 and extended through at least Wednesday, April 14, 2020**, Northville Public Schools will be offering Food Service meals (breakfast and lunch) to ALL enrolled and non-enrolled students in the district. These meals, served under the program called Unanticipated School Closure – School Food Service Program (SFSP), are available at no cost to anyone (18) and under, or up to age (26) if they receive special education services. The meals will be ‘grab-and-go’ breakfast and lunch, and will be distributed from the lobby of the schools during the days and hours noted below.

**Where will the meals be available?**

From Wednesday, March 18 through Friday, March 24, 2020, meals will be available from 9:00 a.m. until noon on Monday, Wednesday and Friday at two District locations: Northville High School, 45700 Six Mile Rd, Northville, MI 48168; and Cooke School, 21200 Taft Road, Northville, MI 48167.

With the Governor’s *Stay Home. Stay Safe.* Executive Order issued on March 22, 2020, meal service will be consolidated to **Northville High School only on Tuesdays and Fridays, beginning the week of March 30, 2020 from 9:00 a.m. until noon.**

At each visit on **Tuesday (beginning 3/31/20)**, each student (or their parents/guardians) will receive meals for 3 days; while on **Fridays**, students may take both breakfast and lunch for 4 days, totalling meals provided 7 days per week.

**What meals will be included?**

Breakfast meal components may include string cheese, fruit, grains such as a cereal bar, and drink. Lunch meal components may include deli meat sandwiches, vegetarian options such as cheese or peanut butter and jelly sandwiches, fruits, vegetables, and milk.

**Do I need to register for this program?**

While not mandatory, but to assist the District in ordering a sufficient amount of food, we are requesting that parents/students complete the information form accessible at the following web link:

[NPS Free Breakfast/Lunch Sign Up](#)

## What other information should I be aware of?

When participants enter the lobby to pick-up their meals, a Food Service worker will request the students' name, and then mark the number of meals taken. The purpose for the record-keeping is so that the District can report participation to the Michigan Department of Education for reimbursement.

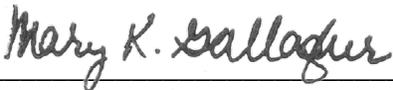
To ensure sufficient food is available, we respectfully request that parents/guardians/students take only a reasonable number of meals during each visit for the students in their families, or for other qualifying students.

Also, we are asking that parents/guardians/students participating in the program adhere to the following protocols:

- 1) Honor and practice social distancing (6-8 feet separation between individuals.)  
Where feasible, pick up may be facilitated curbside with walkie-talkies.
- 2) Enter the school buildings for the sole purpose of picking up meals (Note: Per Governor Whitmer's executive order, as our schools are considered a place of public accommodation, we must limit access to "up to five members of the public at one time for the purpose of picking up food orders. Individuals must remain at least six feet apart from one another while on District premises.")
- 3) Restrict building access to the lobby pick-up area, and not walk through other areas of the building, as during this period, our custodial staff will be cleaning/disinfecting rooms.
- 4) Honor the distribution process, which may require some wait time.
- 5) Be respectful of those around you – including other program participants, the Food Service workers and the volunteers who may be assisting with the process.

As this is our initial effort at providing meals to students when school is not in session, we appreciate your patience and understanding as we work through this process.

For further information about this program, please visit [www.northvilleschools.org](http://www.northvilleschools.org) and select Read Full Story on the landing page. If you have any questions about this program, please contact the NPS Food Service department at 248-344-3692.



Mary Kay Gallagher, Superintendent

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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