DATE: March 20, 2020

TO: Principals of Emergency Meal Service Locations

FROM: Michael Rosenberger, Executive Director, Food & Child Nutrition Services
Scott Layne, Deputy Superintendent

SUBJECT: Process for Food Distribution During School Closure

Starting Monday, March 23, the district will supply meals at no cost to students of Dallas ISD and any other children, 18 years of age or younger, at locations noted by the district (most comprehensive middle and high schools) every Monday and Thursday until Dallas ISD’s COVID-19 closure ends.

Mondays – 10:00AM – 1:00PM – three days of meals (breakfasts, lunches and dinners)
Thursdays – 10:00AM – 1:00PM – three days of meals (breakfasts, lunches and dinners)

Meals will be served from the main entrance of each school. Food Services staff will prep meals and work with custodians to move the meals to the front door. A combination of food services, custodial, security, campus staff, and volunteers, will ferry meals from the school entrance to parents in cars. Vehicles will be lined up at each school’s front drive. District staff / volunteers will determine the number of children in each car (children should be present) and the correct number of meals will be brought out for that vehicle. Food services staff will enter the count of children into a foodservice database, as required by state and federal regulations.

Walk-up students will be served the same as if they were in a vehicle.

To promote social distancing, district staff will ask the driver of the vehicle if their preference is to place meals in the trunk of the vehicle. If not, meals will be handed to a vehicle occupant. Due to unique school entrance configurations, some flexibility will be required to ensure the distribution of meals in a consistent and organized manner.

Volunteers, as organized by Lawana Porter, will arrive by 9:30 AM at each campus. The volunteers will check in at the school’s office. Food Services will then give them a brief orientation regarding safe and correct hand washing and will issue gloves.

As gatherings of more than ten (10) people are prohibited, we are asking staff to be cognizant of this mandate and make adjustments as necessary. While we deal with this new situation we have been presented, we are asking everyone to understand the needs of our families and be as accommodating as necessary.
Estimados padres de Spence,

mañana iniciaremos con la distribución de comidas para las familias en nuestras escuelas del área. Iniciando el lunes 23 de marzo las comidas serán distribuidas el lunes y el jueves de 10:00 am a 1:00 pm en las próximas dos semanas. Por la seguridad de todos mantendremos distancia y por favor siga las direcciones para recoger la comida. Si usted va en carro por favor entre por el estacionamiento y siga las instrucciones, manténgase en su carro con sus números de identificación de los estudiantes listas para mostrarlas. El personal de la escuela tomará su orden y pondrá su comida en la cajuela del carro. Si es posible mantendremos 6 pies de distancia durante este proceso y le pedimos que se mantenga en su carro todo el tiempo. Si usted está caminando, vaya al frente de la entrada principal de la escuela.

Gracias por su comprensión y paciencia.
Tenga un buen día.