

West Genesee Central School District
300 Sanderson Drive
Camillus, New York 13031

Memorandum

To: Parents and Guardians

From: Food Services

RE: Information Request

Date: March 13, 2020

As we all continue to prepare and adapt to the, sometimes hourly, changes and guidance regarding the COVID-19 Virus, we would like to gather information from families that may need assistance with meals should schools be closed for a period of time. If you feel that you would fall in this category, please fill out this form and return it to your school building office as soon as possible.

Parent / Guardian Name: _____

Student Name(s): _____

Address: _____

Telephone Number(s) _____

Email Address(es) _____

The District cannot guarantee daily service to all families due to limited inventory and the potential of restricted building use etc. However, we will do our best to help families in need. The number of services each family will receive will be determined by our inventory on hand, building availability, delivery of additional inventory and available staff based on any restrictions that may be imposed.

Ideally, we would like to communicate via email with those in need. If you do not have email, please try to include one cell phone number for ease of messaging. We will also utilize our district communication systems to facilitate updated information regarding the meal program should this process be needed.

We anticipate that we will utilize a grab and go system for meal distribution. If you are unable to get to the pick-up location, we will seek alternative actions to assist you. Scheduled families would receive an email with times for pick-up. We will, as long as inventory is available, try to provide as many weekly meals as possible, per school age child for each household. This will allow us to minimize the number of pick-up trips needed. More details will follow once all families in need are registered.

We appreciate your patience as we develop schedules and plans. We will do our best to be part of the solution should there be an extended shut down.

If you are unable to return this document to your child's school building, please scan and email this document to wgfoodservice@westgenesee.org. If you are unable to scan and email documents, please email us the requested information to the same email address.