



September 10, 2020

Parents and Guardians:

I am very happy to inform you that the USDA has approved funding to provide FREE BREAKFAST AND FREE LUNCH FOR ALL STUDENTS! All children either enrolled in Litchfield Public Schools or residing in Litchfield or Northfield that are 18 years old or younger may receive free breakfast and lunch. The program is to support access to nutritious meals while minimizing potential exposure to Covid 19. This is a temporary program that will be **effective Monday, September 14, 2020 through December 31, 2020**. Our lunch menus, pre-ordering procedures and delivery options will remain the same. Please see Pre-ordering directions and delivery and pick up schedules below.

**PRE-ORDERING MEAL INSTRUCTIONS:**

**If you are pre-ordering meals for children that do not attend Litchfield Schools, please use 0000 as their pin#.**

1. From the Litchfield Homepage select; Central Office, Food Services, and Lunch Menus.
2. Navigate to the three lines at the top right-hand corner.
3. From the drop-down menu select “Log In”, then, “Create an Account”.
4. Select the user type, click next, and complete the information requested in the fields provided. You will have the opportunity to add multiple students on this screen.
5. IMPORTANT – A Homeroom teacher is mandatory for elementary and intermediate school students when creating an account.
6. Complete the “About Yourself” section and create a Password.
7. Select the school.
8. Select either Breakfast or Lunch.
9. Choose the desired meal, per day, from the calendar that appears by clicking the “+” to add it to your cart. 10. Select your cart at the top right-hand corner, chose the meal location and submit the order.

Families who have opted out of in school learning are able to pick up pre-ordered meals on Mondays and Wednesdays in front of Litchfield High School between 9:00am and 9:30am.

Please contact Nutrition Services at 860 673-2538 X10128 with any questions or concerns.

Sincerely,

Margaret E. Dreher

Director of Nutrition Services