



MEMO

TO: President Jon Ritchie

FROM: Candace Parr

DATE: January 4, 2023

SUBJECT: Permission to Procure a New Eligibility and Point of Sale System for Child Nutrition Department

In November 2022, the Child Nutrition Department received a State Administrative Review to determine compliance with program requirements. As a result of that review, it was determined that our current in-house eligibility and point of sale (POS) system is not operating correctly according to Federal requirements. Technical Services was tasked to correct this. Because of the scope of the errors that were found in the State review and the errors that Technical Services are finding, it has been determined that the current system we have is no longer sustainable to maintain and procuring an outside system is the best course of action.

We would ask that the Board allow the Child Nutrition Department to begin the bid process to procure a new eligibility and POS system. Thank you for your consideration of this matter.