

# POLICY MEMORANDUM

(Sample Topic: Food Service in Schools)

[SPECIFY STATE OR COUNTRY WHERE THE MEMORANDUM IS ISSUED]

[SPECIFY DEPARTMENT NAME]

[SPECIFY MEMORANDUM TITLE]

[SPECIFY ADMINISTRATIVE POLICY NO.]

[SPECIFY SCHOOL YEAR]

**SUBJECT:** [SPECIFY TOPIC]

**DATE:** [SPECIFY DATE OF ISSUANCE]

**TO:** [SPECIFY RECIPIENT]

**FROM:** [SPECIFY SENDER]

## Summary

Over the years, there have been clamors and concerns raised by parents and school organizations regarding the issue on the prices of school meals in public schools. Marginalized and underprivileged children are mostly affected by the increasing rate of school meals. It has affected the children's physical, psychological, and mental well-being. One of the reasons why the public schools are hesitant to forward a clear policy with regard to this matter is that it does not want to prejudice the other children if they will favor a certain class and the difficulty of coming up with a criteria that will entitle selected children the right to access free or reduced meal prices in public schools. In line with this, the Department of Education considers it imperative for them to issue a policy memorandum directed to school administrators to clear out the gray areas.

## Recommendations

In a year, the [SPECIFY NAME OF OFFICE OR DEPARTMENT] required to screen and assess applications regarding meal benefits for children in public schools. Compliance and validation is required for the validity of a given eligibility for free and reduced price schools meals as sanctioned by [SPECIFY NAME OF OFFICE OR DEPARTMENT] in collaboration with [SPECIFY NAME OF OFFICE OR

