MEMORANDUM:

TO: Media dept
THRU: Executive Director
FROM: food distribution
DATE: March 18 2020
SUBJECT: New procedures for program

Due to the national health crisis the food distribution building will be closed inside until further notice clients will have to call in their food orders and we will box and load these items while they remain in their vehicles. All clients who need to do certification will be given an application via the front door they can fill the application in their vehicle or return it at their convenience.