

# School Food Service Memos

## Add Memo

Add Content – Food Service Memos

**NOTE: you will want to add USDA memos first if you will also be referencing a USDA memo in a School Foods Memo**

Enter memo title ( ) and date.

Then browse to the I drive to upload memo

Home » Add content

### Create Food Services Memo

**Memo \***

**Attachments**

**Categorization**

**Title (Subject) \***

**MEMO DATE**

**Date**

04/24/2014

E.g., 04/24/2014

**School Food Svcs Memo**

Browse Attach

**Editorial Settings \***

**Menu settings**  
Not in menu

**URL path settings**  
Automatic alias

**Revision information**  
No revision

**Node Class settings**

**Editorial Section \***

- Select a value -

Financial and Administrative Services

-Finance, Transportation, Governance

-Human Resources

**-School Foods**

Choose file – locate file, upload, select next, then save.

**Go to Attachments** – if you will have attachments, select that option. (ie, a USDA memo)

To locate the USDA, you will find it via typing in the USDA memo title (not file name) – you can begin typing the title and then pick it from the list (since it is already uploaded).

## Create Food Services Memo

**Memo \***

**Attachments**

**Categorization**

**Editorial Settings \***

**Menu settings**

**ATTACHMENTS** Show row weights

+

Paid

+

Additional

Add

Paid Lunch Equity: School Year 2014-2015 Calculations

Paid Lunch Equity: School Year 2014-2015 Calculations and Tool

Paid Lunch Equity: School Year 2012-2013 Calculations

Paid Lunch Equity: School Year 2013-2014 Calculations and Tool Paid Lunch Equity Tool 2013-14

Paid Lunch Equity: Guidance for SY 2013-2014

Release of the FNS-828 Paid Lunch Price Data for School Year 2011-2012

Paid Lunch Equity: Additional Guidance for School Year (SY) 2013-2014

Paid Lunch Equity: School Year 2012-2013 Calculations

Paid Lunch Equity: School Year 2012-2013 Calculation and Tool

Editorial

- Select a value -

You do not need to do anything with categorization.

**Editorial Section** – down toward bottom of page, you’ll pick editorial section – Fin and Admin Services – Food Services

- Select Save – this will automatically add to School Foods Memo Memo page

### To locate and edit an already entered Food Service Memo

Content Find Content – filter by type Food Service Memo

Locate memo, hit edit, make changes and hit save.

You can also delete food service memos via the find content option by selecting “delete” after locating the memo in the list.