**Supply Shortage Template Letter and Social Text**

Date

Dear Families,

The {Insert District Name} Food and Nutrition Department is asking for your patience and support as we navigate new challenges. As you may be aware, we are currently faced with unprecedented shortages of food and packaging materials, massive delays or cancellations of deliveries, and department labor shortages. Nationwide shortages and delays have affected availability of certain food items, leading to substitutions of menu items we’ve been able to offer regularly in the past. These supply issues are occurring throughout the country and are especially challenging for school systems, due to the quantity of meals we serve and the nutrition standards we follow.

All of this means that we may need to make quick substitutions to our menu(s) based upon what we are able to acquire. We know that this affects students, and we are doing our best to provide updates about menu changes when possible as soon as we identify an issue.

Please know that our number one priority continues to be providing healthy, nutritious, and appetizing meals for your children. We love seeing them every day and appreciate your support and patience as we continue to offer meals at no charge for all students. The good news is that free breakfast and lunch will continue throughout the school year, so please stick with us while we face yet another challenge. Your participation helps our program stay strong, and we look forward to serving you!

Warmly,

{Principal Name, Food Service Director Name, etc.}

**Social Media Text:**

Dear Families - due to national shortages of food and packaging materials, labor shortage and vendor delivery delays and cancellations, our menus are subject to change based on availability. Please know that our team is working hard to provide meals every day, adjust on the fly, and provide updates about menu changes as soon as possible. We may need to make quick menu substitutions based upon what we have on hand, but we are trying our best to make comparable changes wherever possible. Thank you for your continued support and patience. Please stick with us through this challenging time! - {District Name} Food and Nutrition Department