

UNPAID MEAL CHARGES – New Policy -August 21, 2018

The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of the school nutrition program.

The intent of this policy is to establish a process and procedure to handle situations when children eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent account debt.

PROCEDURE

1. Students who qualify for free meals shall not be denied a reimbursable meal even if they have accrued a negative balance on their account.
2. Students who have money to pay for full price meal/extra milk at the time of service must be provided a meal/extra milk. If the student/family intended to use the money for that day's meal, the school food authority (SFA) shall not use the money to repay a negative balance or other unpaid meal charge debt.
3. Students without funds to pay for a full price meal are allowed to charge their account for breakfast and/or lunch.
4. Students who charge a meal will receive a reimbursable meal.
5. There shall not be a maximum amount or number of meals allowed to charge.
6. Adults shall only be allowed to charge meals up to \$75 monthly and any additional meal or food item will have to be approved by Food Service Director.

COMMUNICATING THE POLICY

1. Policy, *Unpaid Meal Charges*, shall be communicated to the household by posting on the Catholic St. Peter s' School website and will be sent home upon request.
2. The policy shall be communicated to all School Nutrition Program (SNP) staff and the staff will receive training as part of their professional development.
3. Documentation of the communication and training plan shall be maintained for the Federal Program Administrative Review.

NOTIFYING THE HOUSEHOLD OF NEGATIVE BALANCES

1. The SFA shall notify households of negative balances by a variety of different methods:

- a. School Messenger(JMC) shall be utilized to send automated messages to parent's contact numbers. The messages shall be sent once monthly for any negative balance and excessive negative balances. The messages shall differ depending on the situation.
- b. A letter from the Food Service Director's office detailing the amount owed and procedure for payment shall be sent home at the beginning of the month in the communications folders.
- c. The consequences of non-payment will be determined on a case-by-case basis.
- d. The persons responsible for managing unpaid meal charges are:
 - i. Food Service Director who you may either call, email or visit in person.

Delinquent debt is allowable in the School Nutrition Program and may be carried over to the next successive school year.

ASSISTANCE TO HOUSEHOLDS

Households with questions or needing assistance may contact the school office where their student attends at (507)223-7729 or email Food Service Director at kathy.antony@schoolofstpeter.com

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information

requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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