



Policy Title & Number	Policy 534: Unpaid Meal Charges
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Date Created:	07/12/2018
Past Policy Revision Date(s):	
Related Policy(ies):	
Policy Type (Operating, Board)	Operating

A. Purpose

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district’s nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges.

B. Definitions

C. Policy Statement

General Statement of Policy:

The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval by the Director.

D. Associated Procedures or Other Information

PAYMENT OF MEALS

- Students have use of a meal account. When the balance reaches zero, a student may charge no more than 5 meals to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Money can be deposited into your child's meal account by sending cash or check to the school office or by mailing the payment to the TrekNorth Jr & Sr High School, 2400 Pine Ridge Ave NW, Bemidji MN 56601
- If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced price meals regardless of account balance.
- The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal will be charged to the student's account or otherwise charged to the student.

LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- Families will be notified of an outstanding negative balance once the negative balance reaches a balance below zero. Families will be notified by automated calling/text system with a friendly reminder for payment on account.
- Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

UNPAID MEAL CHARGES

- The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- Negative balances of more than \$50.00, not paid prior to end of the school year, will be turned over to the business office.

COMMUNICATION OF POLICY

- This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - all households at or before the start of each school year;
 - students and families who transfer into the school district, at the time of enrollment; and
 - all school district personnel who are responsible for enforcing this policy.
- The school district will post the policy on the school district's website, in addition to providing the required written notification described above.

E. Associated Forms/References

Legal References:

- Minn. Stat. § 124D.111, Subd. 4
- 42 U.S.C. § 1751 et seq. (Healthy and Hunger-Free Kids Act)
- 7 C.F.R. § 210 et seq. (School Lunch Program Regulations)
- 7 C.F.R. § 220.8 (School Breakfast Program Regulations)
- USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
- USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
- USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A