

Holy Family School - Meal Charge Policy

Purpose

The purpose of this policy is to establish consistent practices for the provision of meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

General Statement of Policy

1. Holy Family School's goal is to provide nutritious meals to students to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Lunch program and eliminate stigmatization of children who are unable to pay meal charges.
2. It is the policy of Holy Family School to offer lunch meals that meet state and federal guidelines.
3. Payments to student meal accounts can be made by dropping off a check or cash to the Holy Family School office.
4. Families may apply for free/reduced-price meal benefits anytime during the school year. The Application for Educational Benefits is distributed to all families in the district prior to the student's first day of classes. In addition, the Application for Educational Benefits is available at the Holy Family School office. If household income or size change, families can apply for meal benefits anytime during the school year.
5. Holy Family School will maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student.

Charge Policy

1. If the student or family account has insufficient funds to pay for lunch meals, Holy Family School office staff will contact the parent/guardians to resolve any balances due to student lunch accounts.
2. Once staff have placed a meal on a tray or otherwise served the meal to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
3. Students eligible for free or reduced-price meals will always be served a meal regardless of unpaid food service accounts.
4. When a student eligible for PAID meals has "cash in hand" to pay for a meal, the student will be served a meal regardless of unpaid foodservice accounts. The "cash in hand" will not be applied towards past due balances.

5. Alternate meals may not be provided to students as a result of school lunch debt. Providing an alternate meal not on the scheduled menu violates a Minnesota law (Minn. Stat. § 124D.111) that requires respectful treatment of students regarding school lunch debt.

Notification of Account Status

1. Any reminders for payment of outstanding student meal balances will not demean or stigmatize any child participating in the school lunch program, including but not limited to dumping meals, withdrawing a meal that has been served, providing an alternate meal, announcing or listing students' names publicly, or affixing stickers, stamps, or pins.

2. How/where households can check account balances:

a. Families can check student and family meal account balance via logging onto School Speak. Please contact the main office if you need assistance logging onto your account.

b. Families can contact the school office for account balances.

c. Families will be notified at the beginning of each month when there is a negative account balance via phone call, email, or a confidential letter sent home with their student.

3. How households are made aware of negative or unpaid account balances.

b. The parent/guardian will be notified via phone call, email or a confidential letter sent home with their student when their household account has a negative balance.

c. Holy Family School will encourage parents to complete the Application for Educational Benefits.

e. A second request for payment is sent if parents have not responded to the first request.

g. If we have an NSF check situation the family will be notified to cover any outstanding debt generated from the lack of funds and bank fees.

h. Notification methods may be different depending on individual circumstances.

Collection of Unpaid Meal Debt

Holy Family School will not utilize collection agency services to collect unpaid school meal debt.

a. The Holy Family School staff will contact the household to request payment.

b. The office staff will contact the principal if no payment is received. The principal will contact the parent/guardian to determine an appropriate solution.

c. The principal or their designee will contact the family and review with them their responsibility to provide meals for their student.

e. The expectation is all fees owed to Holy Family School will be paid in full on the last day the student will be attending classes.

Policy Communication

This policy and any pertinent supporting information shall be provided in writing to:

1. All households at or before the start of each school year,
2. Students and families who transfer into the school district upon enrollment, and
3. All school personnel responsible for enforcing this policy.

Source: Holy Family School

Reviewed: December 2022

Approved: August 2022

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. Fax: (833) 256-1665 or (202) 690-7442; or 3. Email: program.intake@usda.gov This institution is an equal opportunity provider.