

Sejong Academy School Meals Policy and Overdue/ Charge Policy

DEFINITIONS

“Meals” shall include any breakfast or lunch items purchased through Sejong Academy.

“Reimbursable Meals” are meals that contain all of the required nutritional components as established by the US Department of Agriculture (USDA) and the Minnesota Department of Education (MDE).

“Alternative Meal” is a meal consisting of one serving of fruit, one serving of a vegetable, a protein, a grain (i.e. cheese sandwich on whole-grain bread) and one carton of milk.

POLICY STATEMENT

Sejong Academy offers breakfast and lunch meals to all students and staff, in accordance with guidelines established by the USDA and MDE. Meals will be offered at an established price, a reduced price or at no charge, based on criteria established by MDE. Meals must be purchased through the school. Orders will not be accepted after the established deadline.

PRACTICE

Sejong Academy will, with the assistance of our food service vendor, create a menu of meals on a monthly basis, for purchase by students and staff. Menus are created and orders are placed for the next calendar month (e.g. the order in September for October school days).

Meal offerings will include:

- Breakfast option
- Hot lunch meal
- Cold lunch option (sandwich and/or salad)
- Vegetarian option

Meals will be available on school days during the months of August through June annually.

Sejong Academy receives state and/or federal funds for reimbursable meals.

PROCEDURE

1. Monthly menus will be posted electronically on the Sejong Academy website by the 10th of each month.

--All students at Sejong Academy will be offered a meal, regardless of the ability to pay as a CEP school.

2. Applying for Free/Reduced Status

- If a family is interested in applying for free/reduced status, they may pick up an application at the front desk during normal office hours. Applications should be turned into the Business Office. Currently all Sejong Academy students are free under the Community Eligibility Provision or CEP.

Unpaid Meal Charge & Debt Collection Procedure

PURPOSE

The purpose of this policy is to establish consistent district 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

A. Sejong Academy'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 Breakfast and Lunch program and eliminate stigmatization of children who are unable to pay meal charges.

B. It is the policy of Sejong Academy to offer breakfast and lunch meals that meet state and federal guidelines.

C. Families can make payments for their students' purchased meals-by sending or bringing in payment to be applied on-site to their family account. Payments to their family lunch account must be made at the time of meal order placement. The family lunch account will only be reduced at the time of a student's meal purchase

D. Families may apply for free/reduced-price meal benefits anytime during the school year by completing and submitting to the Food Service Coordinator the Application for Educational Benefits. Meal applications are distributed to all families in the district prior to the student's first day of classes. In addition, applications are available M-F during school hours from the school office. If household income or size change, families can apply for meal benefits anytime during the school year.

CHARGE POLICY

A. If the student or family account has insufficient funds to pay for breakfast and/or lunch meals, a student will only be allowed to charge an alternate meal at the cost identified for the school year.

B. Continued collection efforts will continue to be made as outlined in "Collection of Unpaid Meal Debt" below.

C. Students eligible for free or reduced-price meals will always be served a meal regardless of unpaid food service accounts. 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.

NOTIFICATION OF ACCOUNT STATUS

A. Parents can stay apprised of their family lunch account balance the following ways:

- Families can contact the Food Service Coordinator or the Business Accounts Specialist for account balances.
- The Food Service Coordinator will send at the beginning of each month an e-mail notice (or mailed notice to any family without an email account on file) to all households advising them of their family's meal account balance.

B. In addition to a monthly account balance notice, the student/family will be notified when the family account has a balance of \$10.00 or less.

COLLECTION OF UNPAID MEAL DEBT

The expectation is all fees owed to the district will be paid in full on the last day the student will be attending classes. When the family's meal balance is -\$25.00, the following collection actions will be taken:

- The Business Accounts Specialist will contact the household to request payment.
- Assistance from the county social services may be requested by the school if parents refuse to provide meals or pay for school prepared meals for their children.

Resources:

- PUBLIC LAW 111 - 296 - HEALTHY, HUNGER-FREE KIDS ACT OF 2010
(<https://www.gpo.gov/fdsys/pkg/PLAW-111publ296/content-detail.html>)
- USDA FNS Unpaid Meal Charges (<https://www.fns.usda.gov/school-meals/unpaid-meal-charges>)
- MDE Nutrition Program Update for the week of June 26, 2017
(https://content.govdelivery.com/accounts/MNMDE/bulletins/1a4db8b?reqfrom=share#link_1496767139364)

HISTORY

Approved and Adopted 5/6/2023