

## **School Meals Policy**

### **Policy (Purpose)**

St. Francis Xavier School participates in the Minnesota Free School Meals program as outlined in Minnesota Statutes 2024, section 124D.111, subdivision 1. In addition, this policy is to ensure that school district employees, families and students understand the expectations regarding unpaid meal charges.

### **Meal Service**

St. Francis Xavier School participates in the Minnesota Free School Meals Program, and therefore all enrolled students will be offered one breakfast and one lunch at no charge while at school regardless of an outstanding meal balance. Once a meal has been placed on a student's tray or served, it will not be taken away by the cashier or any school official, regardless of the student's meal account status. All reimbursable meals offered meet state and federal guidelines. We will not provide an alternate meal unless related to a dietary need. Students may purchase a second meal for posted paid meal price.

### **Point of service**

For St. Francis Xavier School to receive State and Federal reimbursement for meals served, each student must be identified at the point of service. Students will be assigned a lunch number upon enrollment. The student will give their assigned number to the cashier at the point of sale. The student will then be charged for the applicable meal through Sycamore.

All students will be treated respectfully and in accordance with Minnesota Statute 2024, section 124D.111, subdivision 5.

### **Nonprogram Food Sales**

To meet the nonprogram food revenue requirement, the nutrition program must charge and accrue revenue for items outside of the reimbursable breakfast and lunch it chooses to sell.

Nonprogram Food Sales are any food or beverage sold outside of the reimbursable meal, including second meals.

St. Francis Xavier School does not currently have nonprogram foods, Smart Snacks, available.

## **Unpaid Meal Charges**

### **Prior year unpaid meal charges**

The Minnesota Free Meals Program does not address debt incurred before the program's implementation.

St. Francis Xavier School will continue to communicate with families through mail and email to collect the unpaid lunch balance. Once an unpaid meal account is determined to be uncollectable, the school does not use a collections agency to collect the funds.

School Nutrition Funds cannot be used to repay previous years' debts per 2 CFR Part 200.426.

### **Current year unpaid meal charges**

The Minnesota Free School Meals Program pertains only to reimbursable meals.

Lunch money is deposited into a family account for all students in the family. Account balances are available for parents to view through Sycamore. **LUNCHES MAY NOT BE CHARGED.** When an account is at \$10 or less, notifications will be sent by email through Sycamore.

Please send lunch money in a sealed envelope indicating that it is for lunches - marked with the student or family name. Lunch money can also be paid online through Sycamore. A processing fee will be charged for online payments.

## **Communication Policy**

*This policy and any pertinent supporting information will be provided in the parent/student handbook and is available on our website.*

## **U.S. Department of Agriculture (USDA) Nondiscrimination Statement**

In accordance with federal civil rights law and USDA civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age or reprisal or retaliation for prior civil rights activity.

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 teletypewriter [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/ad-3027.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

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