

SCHOOL LUNCH POLICY

Swanville Schools Food Service Program is dedicated to providing high quality, nutritious meals each day school is in session. Studies show that school meals contribute substantially to an increase in classroom performance and to higher test scores. There is a specific link between nutrition and learning.

Students have approximately 30 minutes to eat lunch each day. They may either bring their own lunch from home or deposit lunch money into their account in the office to eat lunch at school. The price for lunch is \$2.80 for high school students. Students who qualify for reduced meals eat for free. Extra milk may be purchased for 40 cents. Seconds on lunch will be \$1.10. Students cannot order in lunches from other establishments.

Lactose – reduced milk is provided upon written or verbal request from parent or guardian. Juice is not a substitute for milk.

FREE or REDUCED-PRICE Meals – a new application is required each school year. Applications are mailed to all households in the district early in August or can be picked up at any of the schools or can be downloaded from the district website under the Food Service tab. You may apply for free or reduced-price meals anytime during the school year. Allow 10 days to process free & reduced applications, you will be notified by mail of your eligibility.

SWANVILLE SCHOOL DISTRICT UNPAID LUNCH BILL POLICY

Swanville School District Policy #544

UNPAID MEAL CHARGES

Revised: June 21, 2017

I. 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. 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.

II. PAYMENT OF MEALS

- A. Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$50 (\$150 for family accounts) to this account. When an account reaches this limit, a student will not be allowed to charge meals or ala carte items or go back for seconds until additional money is deposited in the student's account.

Once that account is -\$50/- \$150 for regular pay lunches:

1. The student(s)/individual(s) may bring a lunch from home.
2. If the student(s) eat the school lunch, he/she will be provided a bag lunch of a sandwich, fruit/vegetable and milk instead of the regular lunch meal.
3. The student(s) still will get charged for a regular meal.

4. The student(s) will not be served a regular lunch until the lunch bill is below the cap.
 5. Staff will not be served a lunch.
 6. Any student who has a negative lunch account cannot get seconds.
 7. Students on regular lunch accounts with a negative balance cannot be served breakfast.
- B. 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.
 - C. A student with an outstanding meal charge debt (-\$50/-150) will be allowed to purchase a meal if the student pays for the meal when it is received.
 - D. The school district may provide an alternative meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay for a meal. (see above) The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternate meal is the same as a regular meal and will be charged to the student's account or otherwise charged to the student.
 - E. If a parent or guardian chooses to send in one payment that is to be divided to sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless permission is received by the parents

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal accounts are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once there is a negative balance. Parents will be notified twice a month when their student(s)' account is in the negative. The lunch balances can also be found online for the parents' convenience. Letters will be sent home, or phone calls made, weekly once an individual(s)' account is at -\$50/-150.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

IV. UNPAID MEAL CHARGES

- A. 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.
- B. 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.
- C. Negative balances of more than -\$50/-150 not paid prior to the end of the school year will be turned over to the superintendent or the superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

- D. The school district may not enlist the assistance or non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. Payments can be made at the school or online through Infinite Campus. Credit cards are accepted. Contact the school to make payment arrangements.

V. COMMUNICATION OF POLICY

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

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 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