

Effective Date: 5/13/03	300 - 11 Food Service Charge Policy
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Realizing that good nutrition leads to improved physical, mental, emotional, social and cognitive development in children, it is the policy of Duluth Public Schools Academy to participate in the National School Lunch Program and the School Breakfast Program, sponsored by the USDA.

Children whose households meet the federal income guidelines may be approved for free or reduced-priced meals. Free and reduced price meal applications are available year long in the school offices.

Per MN Legislative Action Children approved for reduced-priced meals receive free breakfast and lunch. All MN Kindergarten students receive free breakfast. Children in grades 1 – 8 whose households are determined to be able to pay full price will pay **\$1.50** for breakfast. Kindergarten through fifth grade students will pay **\$2.65** for lunch and students in grades sixth and higher will pay **\$2.80** for lunch. Extra milk is **\$.50**. **STUDENTS RECEIVING FREE OR REDUCED PRICE MEALS WILL BE CHARGED \$.50 FOR EXTRA MILK.**

#### 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 will be made to collect it.
- C. The school district will not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

It is recommended that parents pre-pay for their children's meals. DPSA will utilize a software program to track all meal charges and payment activity. The DPSA Business Office will follow procedures for notifying parents and guardians of overdue accounts and collecting payments. All communication, with the exception of electronic communication, will be secured in a sealed envelope to protect from unauthorized persons. Reminders and payment options will also be available via DPSA's student system/parent portal. Additionally parents may request a transaction history of their child's participation.

#### Non Discrimination Statement

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Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

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#### **ADULT MEAL POLICY**

It is the policy of Duluth Public Schools Academy to allow staff members and guests to purchase meals prepared for the school meal program.

All adults must pay the adult meal price of \$2.00 for breakfast and **\$3.70** for lunch. It is recommended that adults prepay for the meals they purchase. They may also pay at the time they receive the meal. Payments are not accepted in the cafeteria. Payments may be made in any school office.

Guests that wish to purchase a school meal will not be allowed to charge any meals to an account unless prior approval is received from Administration.

DPSA will utilize a software program to track all meal charges and payment activity. The DPSA Business Office will follow procedures for notifying staff regarding overdue accounts and collecting payment.