

Effective Date: 5/13/03	300 - 11 Food Service Charge Policy
Revision Dates: 5/11/04, 8/14/07, 7/13/10, 7/12/11, 6/17/14, 1/20/15, 6/16/15, 7/21/15, 6/21/16, 7/19/16, 6/19/18, 10/16/18	Approved by: DPSA Board

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

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is

derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

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).

USDA is an equal opportunity provider and employer.

#### **ADULT MEAL POLICY**

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

All adults must pay the adult meal price of \$2.00 for breakfast and \$3.75 for lunch. All adults pay at the time they receive the meal using a debit or credit cards. Payments are accepted in the cafeteria.