

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, 8/20/19	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 **\$2.75** for lunch and students in grades sixth and higher will pay **\$2.90** 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.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national

origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) [found online](#) at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

#### **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 **\$4.00** for lunch. All adults pay at the time they receive the meal using a debit or credit cards. Payments are accepted in the cafeteria.