

*Adopted: 7/19/06*  
*Revised: 9/26/07, 1/20/10*

*Perham – Dent Local Policy #500L*

## **500L MEAL CHARGE POLICY**

### **I. PURPOSE**

The purpose of this policy is to establish consistent meal account procedures for Perham – Dent Public Schools.

#### **I. GENERAL STATEMENT OF POLICY**

- A. Perham – Dent Public Schools recognizes the parent/guardian’s responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur.
- B. It is the policy of Perham – Dent Public Schools to offer breakfast and lunch. The Food Service Department strives to produce quality meals at a reasonable cost.
- C. Students may purchase meals when funds have been deposited into their family/student account(s).
- D. Households may apply for free/reduced meals anytime during the school year. Applications are mailed to all households in the school district prior to the school year and are included in enrollment packets. In addition, applications are available at the District Administrative Offices and the Food Services Offices, both located at 200 Southeast Fifth Street in Perham.
- E. Parents are responsible for balances that accrue prior to free and reduced forms being returned to the District.

#### **II. PROCEDURES FOR NOTIFYING FAMILY AND EMPLOYEES OF THEIR OWN ACCOUNT STATUS**

- A. It is the responsibility of the parent / guardian to maintain a positive food service balance. Parents / guardians / students may monitor food service balances via the Infinite Campus portal or by their own method
- B. Individuals may be verbally notified in the lunch line when their account has \$2.00 or less in it. Monitoring the account is the family / student responsibility;
- C. Individuals may choose to self-stamp a reminder on their hands;
- D. Only individuals without a negative account balance shall access the serving line. Individuals in grades 5-12 without a positive balance in their accounts will be invited to pick up a milk and grain item from ala carte. Individuals in grades K-4 shall be provided a milk and grain item in a “cold lunch” bag;

- E. Breakfast shall not be available to individuals with a negative account balance in grade 5-12;
- F. Parents may set up a payment plan with the district office in order to restore access to the meal program.
- G. Individuals may purchase additional milk via ala carte or a vending machine.
- H. After the third consecutive day of offering the substitute lunch, the building principal or his or her designee will contact the household and review with them their responsibility to provide meals for their student.
- I. Assistance from county Social Services may be requested by the school social worker for possible neglect when above procedures are unsuccessful.
- J. Employee's lunch account balance shall be positive.
- K. Overdue bills from students and / or staff may be turned over to a collection agency if timely payment is not made.

*Policy 500L adopted from Minnesota Department of Education – Food and Nutrition Service 10/05*