



## **Unpaid Meal Charges**

Saint Peter Public Schools offers breakfast and lunch meals to students who meet state and federal guidelines. The District works to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Breakfast and Lunch program and eliminate stigmatization of children who are unable to pay meal charges.

School districts in Minnesota are required to have procedures in place to establish consistent practices for the provision of meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt. The following information outlines the school district's procedure:

### **Meals for Students:**

All students, regardless of their lunch account balance, will be offered a reimbursable school breakfast and lunch each school day. Students with a negative meal account balance of -\$20.00 or more are not allowed to charge for additional items, however students may purchase extra items with cash.

### **Payment Options:**

Families can pay for meals online via Infinite Campus at no charge or submit a check or cash at any school office or cafeteria.

### **Free and Reduced Meal Program:**

Families can apply for free/reduced-price meal benefits anytime during the school year. Meal applications are distributed to all families prior to the first day of classes. Applications are also available in school offices, on the school district website ([stpeterschools.org](http://stpeterschools.org)) or at the District Office. Families can apply for meal benefits anytime during the school year should family size or income change.

### **Communication with Families:**

- Information regarding the District's Food Service Program and Unpaid Meal Charge procedures is mailed to all families with enrolled students on an annual basis.
- Families may check their student's meal account balance at any time via Infinite Campus or by calling the District Office.

- Families who have a student with an account balance of less than \$20.00 receive an email notification through the Infinite Campus System. Elementary students may also receive a paper notice to take home.
- Weekly email notifications and/or paper notifications are sent to families who have a student with a negative food service account balance.
- If/when email or paper notifications are unsuccessful, the building principal or designee contacts the family to request payment and offer assistance with the Free and Reduced meal application.
- For negative food service account balances of -\$50.00 or more, a request for payment or payment arrangements is mailed through the US post office. If there is no response, additional letters are sent either through US regular or registered mail.
- Families who have a student whose food service account balance reaches a negative balance of -\$200.00 or more will be notified via phone, email, and/or US mail. Families are informed that an account with this balance is subject to collection through a collection agency.
- It is the expectation that all fees owed to the district will be paid in full on the last day the student will be attending classes.