

## **School Meals Policy-705**

### **Policy (Purpose)**

*New Century Academy participates in the Minnesota Free School Meals program as outlined in [Minnesota Statutes 2024, section 124D.111, subdivision 1](#). In addition, this policy is to ensure that school district employees, families and students have an understanding of the expectations regarding unpaid meal charges.*

### **Meal Service**

*New Century Academy participates in the Minnesota Free School Meals Program, and therefore all enrolled students will be offered one breakfast and one lunch at no charge while at school regardless of an outstanding meal balance. Once a meal has been placed on a student's tray or served, it will not be taken away by the cashier or any school official, regardless of the student's meal account status. All reimbursable meals offered meet state and federal guidelines. We will not provide an alternate meal unless related to a dietary need.*

### **Point of Service**

*For New Century Academy to receive State and Federal reimbursement for meals served, each student must be identified at the point of service.*

*All students will be treated respectfully and in accordance with [Minnesota Statute 2024, section 124D.111, subdivision 5](#).*

### **Payment for A La Carte and Extra Entrees will be allowed at the Point of Service**

*New Century Academy will charge for extra entrees and a la carte items; the POS will have students enter their identification number again to record the purchase.*

### **Nonprogram Food Sales**

*To meet the non-program food revenue requirement, the nutrition program must charge and accrue revenue for items outside of the reimbursable breakfast and lunch it chooses to sell.*

*Nonprogram Food Sales are any food or beverage sold outside of the reimbursable meal.*

*Choose one of the following:*

- a) New Century Academy does provide an opportunity for students to purchase food, beverage or second meals in addition to the reimbursable meal(s), but only if the student has sufficient funds.*

*Students must wait until the assigned time to purchase their second meal and beyond. Usually this falls within the last ten minutes of the lunch period. Students must enter their identification number at the point of purchase for this second meal. The POS professional will then use our JMC program to track purchases and accounts. However, it should be noted that the POS*

*should not stop a student from getting food, but should go through the office to contact the student's parents/guardians.*

## **Unpaid Meal Charges**

### **Prior year unpaid meal charges**

The Minnesota Free Meals Program does not address debt incurred before the program's implementation.

*Choose one of the following or insert your local process:*

- a) New Century Academy will continue to utilize its local process for addressing delinquent meal accounts. This would include calls from administrators, setting up payment plans, working with students to educate them on food sales processes, and helping families find support if food shortage is a concern.*
- b) Once an unpaid meal account is determined to be uncollectable, New Century Academy does not use a collections agency to collect the funds.*

Note: School Nutrition Funds cannot be used to repay previous years' debts per 2 CFR Part 200.426.

### **Current year unpaid meal charges**

The Minnesota Free School Meals Program pertains only to reimbursable meals.

The office will utilize all forms of contact possible to work with families to ensure unpaid meal debts are settled or are establishing a plan that is to the benefit of BOTH the student/family and the best interest of the school.

### **Communication Policy**

This policy and any pertinent supporting information will be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:

All households before the start of each school year;

Students and families who transfer into the school district, at the time of enrollment

All school district personnel who are responsible for enforcing this policy.

New Century Academy will post this policy on the school district's website, in addition to providing the required written notification described above.

New Century Academy will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

## **U.S. Department of Agriculture (USDA) Nondiscrimination Statement**

In accordance with federal civil rights law and USDA civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and teletypewriter [TTY]) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992 or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**fax:**

(833) 256-1665 or (202) 690-7442; or

**email:**

[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

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