

534 SCHOOL MEALS POLICY

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the Yinghua Academy's nutrition program and that Yinghua Academy employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of Yinghua Academy is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte items or second meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

A.

To order lunch and milk, Yinghua families use an online system called Boonli, which accepts payment with no processing fee via Visa, MasterCard, Discover, and American Express. One month in advance families may order school lunch from the menu provided; at this point, Boonli charges the family's account. All Yinghua families should have a Boonli account. Even if you do not plan to order school lunch, we ask you to set up an account. This is because Yinghua uses Boonli for "emergency meal" tracking, as well, on the rare days when students forget to bring home lunch, and we are not able to reach a parent or guardian to drop off a lunch at school. If you believe you may qualify for free or reduced price meals, before creating a Boonli account, complete the Application for Educational Benefits (AEB). In approximately seven days, the school will mail you a letter confirming that your AEB has been processed.

If the school participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.

Yinghua Academy will always provide a meal that meets federal and state requirements.

If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

B. Free School Meals Program

1. The free school meals program is created within the Minnesota Department of Education.

2. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.
3. Each school that participates in the free school meals program must:
 - a. participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and
 - b. provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.
 - c. A student who has been determined eligible for free and reduced-price meals must always be served a reimbursable meal even if the student has an outstanding debt.
- C. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- D. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- E. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.
- F. A student may purchase a second breakfast at the nonprogram price if the student has already selected a reimbursable breakfast.
- G. A student may purchase a second lunch at the nonprogram price if the student has already selected a reimbursable lunch.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The charter school will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches \$50 . Families will be notified by *email*.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing nonreimbursable meals; or affixing stickers, stamps, or pins.
- D. The school will notify families when an emergency meal has been served to the student. An e-mail message or other form of notification including the charge is communicated to families.
- E. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program

IV. UNPAID MEAL CHARGES

- A. Yinghua Academy 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 or reduced-price meals for their children.
- B. Yinghua Academy 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 are being made to collect it.
- C. Negative balances of more than \$50, not paid prior to the end of a term or the beginning of the following school year, will be turned over to the Business Office for collection. In some instances, the charter school does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the charter school to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The charter school may not enlist the assistance of non-charter school employees, such as volunteers, to engage in debt collection efforts.
- E. The charter school will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The charter school will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the charter school, at the time of enrollment; and
 - 3. all charter school personnel who are responsible for enforcing this policy.
- B. Yinghua Academy will post this policy on the charter school's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If Yinghua Academy contracts with a third party for its meal services, it will provide the vendor with its school meals policy. Yinghua Academy will ensure that any third-party provider with whom the charter school enters into either an original or modified contract after July 1, 2021, adheres to the charter school's school meals policy.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111 (School Meals Policies; Lunch Aid; Food Service Accounting)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)

7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: None