

## **School Meals Policy**

### **Policy (Purpose)**

St. Therese Catholic School 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 all school employees, families and students understand the expectations regarding unpaid meal charges.

### **Meal Service**

St. Therese Catholic School 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 St. Therese Catholic School to receive State and Federal reimbursement for meals served, each student must be identified at the point of service.

- Each student will communicate to their teacher or home room teacher whether they would like a hot lunch or the salad bar.
- Each teacher will record the individual student choice in TADS.
- Each student will proceed through the lunch line, receiving a tray; with all food components present, before checking out.
- At check out, each student will present their school ID to be scanned. The adult present at the check out desk will confirm their order is entered into TADS and click submit.

All students will be treated respectfully and in accordance with Minnesota Statute 2024, section 124D.111, subdivision 5.

### **Nonprogram Food Sales**

To meet the nonprogram 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, including second meals.

Students who wish to receive additional food items, will return to the kitchen window with their tray and ask for additional items. That student will then proceed to the check out desk where their ID will be scanned and their account will be charged.

## **Unpaid Meal Charges**

### *Prior year unpaid meal charges*

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

- Once an unpaid meal account is determined to be uncollectable, St. Therese does not use a collections agency to collect the funds.

### *Current year unpaid meal charges*

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

- Once an account enters a negative balance and email is sent to the family.
- Emails are sent monthly to any family with a negative balance.

## **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, at the time of enrollment
- All school personnel who are responsible for enforcing this policy.

St. Therese Catholic School will post this policy on the schools website, in addition to providing the required written notification described above.