

Adopted: 8/22/2016

Ogilvie Public Schools Policy 716
Orig. 2016

Revised: _____

716 OGILVIE SCHOOL DISTRICT MEAL CHARGE POLICY

I. PURPOSE

The purpose of this policy is to establish procedures for addressing student meal debt.

II. GENERAL STATEMENT OF POLICY

Ogilvie Public Schools has embraced the philosophy of “every child ready to learn.” The intent of this policy is to clearly define what steps the district will take should a family’s negative balance reach a certain point. The district encourages families to complete the Application for Educational Benefits, assisting families with free/reduced meals for their children. The application can be completed multiple times per year; as the family income or household size changes, or a family begins receiving SNAP, MFIP or FDPIR benefits.

III. RESPONSIBILITY

In accordance with 2014 Minnesota State Legislation, Ogilvie Public Schools will respectfully follow the following statute language, “The school district must ensure that any reminders for payment of outstanding student meal balances do not demean or stigmatize any child participating in the school lunch program.”

Federal regulations allow Minnesota schools to deny a meal to a student who pays full price for meals and who does not provide the required payment for that meal.

USDA regulations require schools to provide a meal if a student has money “in-hand” to pay for the current meal. This procedure must be followed even if the family’s account has an unpaid balance due to Ogilvie Public Schools.

IV. DEFINITIONS

A. Family Account –

Each family will have one food account. All meals, snacks, ala carte food items will be charged to that one family account. Individual child details will be available upon request.

B. Low Balance Notification –

When a family’s meal account falls below a positive balance of \$10, the family

will receive notification through a phone call, email, or text through our Wordware or Blackboard Connect system. Contacts will be made daily until the family balance is back above the \$10 threshold.

C. Meal Charge Limit –

Once a family's account has a balance of more than \$25 owed to the school district, a hold will be placed on the account, not allowing any student of the family to charge food/meals until the balance is brought back above zero.

V. MANAGEMENT

- A. Payments made to a family food account can be made online, 24 hours a day through ePayTrak, a secure site for making payments. Money can be added using a Discover, VISA, MasterCard, or debit card.
- B. Online payments are immediately posted to the family account. All credit card statements will indicate the payment has been made to Ogilvie Public Schools. For assistance needed, please call Linda Spears at 272-5000, ext. 150.

VI. CONSEQUENCES

- A. Ogilvie Public Schools will not allow a child to go without food. An alternate cold sandwich, milk and fruit or vegetable will be provided to any child whose family account has gone over the charging limit.
- B. When the family account balance reaches more than \$25 owed to the school district, students in Grades K-5 will bring a "Courtesy Note" home, in addition to the Family notification, that states the student will not be served the regular Food Service meal unless the family brings their balance above zero – or the student brings cash for the meal.
- C. Students in Grades 6-12 will not be allowed to purchase ala carte or snack items if the family account balance falls below zero.
- D. In the case of families on Free/Reduced status, the student would not be permitted to receive the afternoon snack and milk, which is not covered under the Educational Benefits Aid provisions.

Working Draft Policy