

Unpaid Meal Charge and Debt Collection Template for Districtwide Provision Schools

Purpose

The purpose of this procedure is to establish consistent district practices for the provision of meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

General Statement of Procedure

1. Universal Academy's goal is to provide nutritious meals to students to promote healthy eating habits and enhance learning as well as to maintain the financial integrity of the National School Breakfast and Lunch program and eliminate stigmatization of children who are unable to pay meal charges.
2. **Universal Academy** participates in the **Community Eligibility Program districtwide/Provision 2 districtwide for both breakfast and lunch**, all enrolled students will receive breakfast and lunch at no charge.
3. It is the procedure of **Universal Academy** to offer **breakfast and/or lunch** meals that meet state and federal guidelines.
4. **Universal Academy** will maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student.
5. The School will not withdraw a meal from a student once a meal has been placed on a tray or has otherwise been served a meal regardless of outstanding meals balance.
6. Students eligible for free or reduced-price meals will always be served a meal regardless of unpaid food service accounts.
7. Alternate meals may not be provided to students as a result of school lunch debt. Providing an alternate meal not on the scheduled menu violates a Minnesota law ([Minn. Statute 124D.111, subdivision 5](https://www.revisor.mn.gov/statutes/cite/124D.111) [2022] <https://www.revisor.mn.gov/statutes/cite/124D.111>) that requires respectful treatment of students regarding school lunch debt.
8. Universal Academy does not use a collections agency to collect unpaid school meals debt.
9. The school will provide the **[vended meal provider/Food Service Management Company]** with its school meal charge procedure. Any contract between the school and a third-party provider entered into or modified after July 1, 2023, must ensure that the third-party provider adheres to the school meal charge procedure **[Remove this statement if the school does not work with a vended meal provider or Foodservice Management Company]**.