



# ANNUNCIATION

## CATHOLIC SCHOOL

### School Meal Policy Annunciation Catholic School 2024-2025

#### **PURPOSE**

Annunciation Catholic School participates in the Minnesota Free School Meals program as outlined in [Minn. Statute 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**

Annunciation participates in the Minnesota Free School Meals Program, and therefore all enrolled students will receive one breakfast and one lunch at no charge while at school regardless of an outstanding meal balance.

All reimbursable meals offered meet state and federal guidelines.

#### **POINT OF SERVICE**

In order for Annunciation to receive State and Federal reimbursement for meals served, each student must be identified at the point of service. During service, students enter their unique student pin at the point of sale system.

All students will be treated respectfully and in accordance with [Minn. Statute 124D.111, Subdivision 5](#).

#### **NONPROGRAM FOOD SALES**

Annunciation does provide an opportunity for students to purchase additional or separate milk in addition to the meal(s).

Once a participant has served the meal to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meal balance.

If a student has been determined eligible for free and reduced-price lunch they will always be

served a reimbursable meal even if the student has an outstanding debt.

## **UNPAID MEAL CHARGES**

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

Annunciation allows families to transfer money into lunch accounts through Lunchtime, or check to the school office. You will receive notification from Annunciation once there is a negative balance to the account.

Once an unpaid meal account is determined to be uncollectible, Annunciation does not use a collections agency to collect the funds.

When the method to collect the funds is unsuccessful, Annunciation is required to write-off the bad debt using General Funds or other funds of the district such as donations designated for that purpose. School Nutrition Funds cannot be used for this purpose per 2 CFR Part 200.426.

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

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

Annunciation does provide an opportunity for students to purchase separate milk.

## **COMMUNICATION OF 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 at or 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.

Annunciation will post this policy on the school website, in addition to providing the required written notification described above.

### **Food Service Management Company**

Annunciation will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2024, adheres to the school meals policy.

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### **USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (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 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:

**1. Mail:**

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

**2. Fax:**

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

**3. Email:**

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

This institution is an equal opportunity provider.