

Unpaid Meal Charge and Debt Collection for Bloomington Living Hope Lutheran School

Purpose

Bloomington Living Hope 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

Bloomington Living Hope 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. Providing an alternate meal not on the scheduled menu violates Minnesota law (Minn. Statute 124D.111, subdivision 5), except where a special diet is prescribed by an authorized medical professional for a specific student.

Point of Service

In order for Bloomington Living Hope to receive State and Federal reimbursement for meals served, each student must be identified at the point of service. *Staff track lunches served using a tablet or paper tally. Students identify themselves by name, staff verifies student has received a complete, reimbursable meal before checking student off.*

All students will be treated respectfully and in accordance with Minn. Statute 124D.111, Subdivision 5.

Payment at Point of Service

Bloomington Living Hope does not offer any items for purchase.

Nonprogram Food Sales

Bloomington Living Hope does not allow students to purchase food, beverage or second meals in addition to the meal(s) at no cost.

Unpaid Meal Charges

Prior Year Unpaid Meal Charges

Once an unpaid account is determined to be uncollectable, Bloomington Living Hope does not use a collection agency to collect the funds. When the method to collect the funds is unsuccessful, Bloomington Living Hope is required to write-off the bad debt using General Funds or other funds of the school such as donations designated for that purpose per 2 CFR Part 200.426.

Current Year Unpaid Meal Charges

Bloomington Living Hope does not allow students to purchase food, beverage or second meals in addition to the meal(s) at no cost so no current year debt will occur.

Communication of Policy

This policy and any pertinent supporting information will be provided in writing via email to:

- All households at or before the start of the school year;
- Student and families who transfer into Bloomington Living Hope, at the time of enrollment;
- All school personnel who are responsible for enforcing this policy

Bloomington Living Hope will post this policy on the school's student information platform, in addition to providing the required written notification described above.

Bloomington Living Hope will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

USDA Nondiscrimination Policy

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

This institution is an equal opportunity provider.

