

**Bemidji Area Schools**  
**STUDENT PERSONNEL – UNPAID MEAL CHARGES**     *SBR 700-90-6*

**I. PURPOSE**

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district’s nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

**II. PAYMENT OF MEALS**

A. Students have use of a meal account. Meal accounts are debit accounts, therefore money must be in the account in order for the student to use it. We encourage parents/guardians to pay in advance of the first day of school. When an account reaches -.01 a student shall not be allowed to charge extra entrees, meals or ala carte items until the negative account balance is paid. Payments can be made by electronic payment option, pay at the school office, or send payment to the Food Service Office at 502 Minnesota Ave NW Bemidji, MN 56601.

Money can be deposited into student meal accounts via these options:

1. Food Service Drop Boxes located in each elementary school office or middle school and high school cafeteria ala carte windows.
  2. Using credit/debit cards on line at our school district web site: <http://bemidji.revtrak.net/tek9.asp>
  3. Mailed to Bemidji School District Food Service Department.
- B. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. **Charging of school meals is discouraged. Food service staff will contact parents/ guardians of negative meal accounts to arrange payment.** All students will be provided a meal regardless of meal account status.
- D. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students’ accounts.

**III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION**

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches -.01. Families will be notified by an automated calling system, email, and letters sent home.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

**IV. UNPAID MEAL CHARGES**

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

**V. COMMUNICATION OF POLICY**

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
  1. all households at or before the start of each school year;
  2. students and families who transfer into the school district, at the time of enrollment; and
  3. all school district personnel who are responsible for enforcing this policy.
- B. The school district may post the policy on the school district’s website, in addition to providing the required written notification described above.

*Legal References:* Minn. Stat. § 124D.111, Subd. 4  
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)  
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)  
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)  
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)  
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

This institution is an equal opportunity provider.