



School Meal Policy Template

Introduction

On a federal level, all School Food Authorities (SFAs) operating National School Lunch and/or School Breakfast Program must have a written policy to address situations where children participating at the reduced price or paid rate do not have money to cover the cost of a meal at the time of the meal service.

On March 17, 2023, Governor Walz signed the MN Free School Meals bill into law. The MN Free School Meals Program is a permanent program that provides state reimbursement to schools that participate in the National School Lunch Program and the School Breakfast Program so that students can have one breakfast and one lunch at no cost at school. This program is detailed in MN 124D.111. This means that beginning July 1, 2023, debt resulting from a lack of funds for a reimbursable meal at school will no longer occur.

The Minnesota Free School Meals Program and the required elements of this policy are stated in MN124D.111.

PURPOSE

GAP 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

GAP SCHOOL 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 **GAP SCHOOL** to receive State and Federal reimbursement for meals served, each student must be identified at the point of service.

- 1) Each student will go through the lunch line
- 2) At the end of the service line the student will be greeted by the Point of Service attendant and provide either, their name or student ID number
- 3) The Point of Service attendant will then confirm that each student has the required items for a reimbursable meal, if not, make a suggestion as how to acquire that, then mark the student as receiving a meal.

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

PAYMENT AT POINT OF SERVICE

GAP SCHOOL provides all meals free of charge.

NONPROGRAM FOOD SALES

GAP SCHOOL does not participate in charging any students to purchase food, beverage or second meals in addition to the meal(s).

UNPAID MEAL CHARGES

Prior year unpaid meal charges

GAP SCHOOL does not participate in prior year unpaid meal charges since it does not charge any students for food, beverage or second meals. These costs are covered by the school in a separate food account.

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.

GAP SCHOOL does not participate in prior year unpaid meal charges since it does not charge any students for food, beverage or second meals. These costs are covered by the school in a separate food account.

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.
- **GAP SCHOOL** will post this policy on the school website, <https://www.gapschool.org/nutrition-services> in addition to providing the required written notification described above.

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

This institution is an equal opportunity provider.