



A World-Class Community of Learners

Fridley Unpaid Meal Charge and Debt Collection Procedure

I. Purpose

The purpose of this procedure is to ensure that Fridley Public School students, families and employees, have a shared understanding of expectations regarding meal charges and meal account balances. The procedure seeks to allow students to receive the nutrition they need to stay focused during the school day, minimize identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the school nutrition program. The purpose of the procedure is also to establish consistent district practices for the provision of meals to students who have insufficient funds in their school meal account, and to provide guidelines for the collection of unpaid school meal debt.

II. General Statement of Procedure

- A. The goal of Fridley Public Schools is to provide nutritious meals to students, promote healthy eating habits, enhance learning and maintain the financial integrity of the district's National School Lunch and School Breakfast Programs.
- B. Proper nutrition enhances the overall learning environment for children, and as such, Fridley Public Schools participates in the USDA National School Lunch and Breakfast Programs that provide breakfast and lunch to enrolled students. An optional free breakfast (reimbursed by the USDA, is offered to all students; and students may purchase, or receive free/reduced school lunch if they qualify.
- C. Students may purchase meals when funds have been deposited into their personal meal account. Students can make meal account deposits with cash, check or make online payments through FeePay.
- D. Families may apply for Free and Reduced meal benefits anytime during the school year. Free and Reduced meal applications will be mailed to all families before the start of the school year. Applications are available at district buildings and on the Fridley Public School website.

III. Procedures for Minimizing Unpaid Meal Balances

- A. The Fridley Public School meal program is a pre-payment program. Families are expected to have a positive balance in their student's meal account throughout the school year or have a current Free and Reduced meal application completed and approved before the start of the school year.
- B. If a student account has insufficient funds to pay for meals, the student will only be allowed to charge for a standard meal.

IV. Guidelines for Collection of Unpaid Meal Debt

- A. Parents/Guardians are responsible for maintaining a positive balance in their child's meal account. Parents/guardians can check their child's meal account balance on the parent portal or via FeePay if an account has been established.
- B. Parents/guardians of children who are not receiving Free and Reduced meal benefits, will be notified weekly via email and phone call/voice mail when their child's meal account has a balance of \$6.00 or less.
- C. Students will also be reminded by the school cashier of a low balance once the account reaches \$6.00.
- D. If an account continues to be negative, the school kitchen manager will work with the building principal, family liaison and/or social worker in resolving the unpaid meal debt. The school Administrative team will also work with the family to encourage the family to complete a Free and Reduced Meal application.