

MINNETONKA NUTRITION SERVICES OPERATING POLICIES/PROCEDURES  
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ACCOUNTABILITY NUMBER: E-002

## PROCEDURES FOR ENSURING PAYMENT OF STUDENT MEAL ACCOUNT CHARGES

Minnetonka Nutrition Services goal is to provide nutritious meals to students to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the School Breakfast Program and National School Lunch program. Starting the 2023 – 2024 School Year, Minnetonka Nutrition Services will provide one daily breakfast meal and one daily lunch meal will be available at no charge for all students under the *Free School Meals Bill*.

Even though one Breakfast and Lunch meal will be offered free to students each school day, families may apply for Free or Reduced-price benefits anytime during the school year. The Application for Educational Benefits is available at the district office, [on the district's website](#) and by mail, when the new school year's application is available. Unless families are directly certified by the state, they must complete a new form each year. Completing the Free and Reduced-price Meal Application, your family may qualify for other discounts like bus transportation fee(s) waived or reduced ACT/AP/IB testing fees.

All food and beverage items for sale at all Minnetonka School District Cafeterias are to be purchased with a student meal account. Students are assigned a Keypad Number at the time of their initial school registration with the District. This number is used to make a la carte purchases from a pre-paid meal account. The meal account is not intended to be used as a charge account; therefore, it cannot have a negative balance. The meal account, the balance, and the Keypad Number remain with the student, from year to year, as the student progresses through elementary, middle, and high school. All fees owed to the District must be paid in full on the last day the student will be attending classes. If there is a positive balance left in the student account at the time of graduation, parents or guardians will receive an email with options for closing their student's meal account.

It is the responsibility of the parent or guardian to ensure that there is adequate money in the account for food and beverage purchases. We rely on our parent(s)/guardian(s) to have a conversation at home to discuss their expectations for a la carte purchases.

A school meal and lunch entrée/seconds will always be allowed regardless of the account balance. If a meal account is negative and a student brings a check to school, the payment is applied to the negative balance before any a la carte purchases can be made. A la carte purchases for Middle School and High School students will not be allowed if there is insufficient money in the student's account. Online payments through Skyward Family Access or checks made out to Minnetonka Nutrition Services are the acceptable forms of payment.

It is the Parent or Guardian's responsibility to ensure that the student's meal account remains in good standing. Parents, Guardians and Students will be notified of the account balance in the following steps:

1. Students may check their balance at any cashier station by putting their Keypad Number into the system and asking the cashier for the balance.

2. If the account reaches a negative balance for an extended period of time, Nutrition Services will email the parent/guardian email address listed on the student's profile to request payment for purchases.
3. If emails do not generate a response from the parent or guardian to pay the balance, a letter from the Executive Director of Finance & Operations will be sent to the home. The letter will notify the parent or guardian of their responsibility to pay for the obligations incurred by their student. If there is no response by the parent or guardian to this communication, a follow-up letter will be sent indicating that additional action will be taken by the District to collect delinquent accounts.
4. A formal letter will be sent to the household notifying them that the debt will be turned over to a collection agency.