

Great Oaks Academy

School Meals Policy No. 534

I. Purpose

Great Oaks Academy (the “School”) participates in the Minnesota Free School Meals program as outlined in Minnesota Statutes Section 124D.111, subdivision 1. The purpose of this policy is to ensure that School employees, families and students have an understanding of the expectations regarding unpaid meal charges.

II. Meal Service

All enrolled students will be offered one breakfast and one lunch at no charge while at school regardless of an outstanding meal balance. Once a meal has been placed on a student’s tray or served, it will not be taken away by the cashier or any school official, regardless of the student’s meal account status. All reimbursable meals offered meet state and federal guidelines. We will not provide an alternate meal unless related to a dietary need.

III. Point of Service

For the School to receive State and Federal reimbursement for meals served, each student must be identified at the point of service. All students will be treated respectfully and in accordance with Minnesota Statute Section 124D.111, subdivision 5.

IV. No Payment Accepted at the Point of Service

To meet the non-program food revenue requirement, the nutrition program must charge and accrue revenue for items outside of the reimbursable breakfast and lunch it chooses to sell. Nonprogram Food Sales are any food or beverage sold outside of the reimbursable meal. The School does not allow students to purchase food, beverage or second meals in addition to the reimbursable meal(s).

V. Unpaid Meal Charges

The Minnesota Free Meals Program does not address debt incurred before the program’s implementation. The School will continue to utilize its local process for addressing delinquent meal accounts. Once an unpaid meal account is determined to be uncollectable, the [school/district] does not use a collections agency to collect the funds. School Nutrition Funds cannot be used to repay previous years’ debts per 2 CFR Part 200.426. The Minnesota Free School Meals Program pertains only to reimbursable meals.

VI. Communication

- A. This policy and any pertinent supporting information will be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:

1. All households before the start of each school year;
2. Students and families who transfer into the School, at the time of enrollment
3. All School personnel who are responsible for enforcing this policy.

B. The School will post this policy on the School's website, in addition to providing the required written notification described above.

VII. Food Service Management Company. The School 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 this policy.

VIII. U.S. Department of Agriculture (USDA) Nondiscrimination Statement

In accordance with federal civil rights law and 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 teletypewriter [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:

Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

Fax: (833) 256-1665 or (202) 690-7442; or

Email: Program.Intake@usda.gov

This institution is an equal opportunity provider.

Adopted: 5/19/2025

Revised:

Legal References:

The words "Legal References:" above is a paragraph style Header 3

The actual references are in paragraph style Header 4

If the original policy doesn't have Legal references you will need to note that in the "GOA Policies Worksheet" located in the Policy Committee Folder

Minn. Stat. Ch. 124E (Minnesota Charter School Law)

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References:

Sometimes cross references are mentioned here and I've been adding them like this. If there are none then you can just delete this section.