



Iowa Great Lakes Lutheran School

School Nutrition Department

School Food Authority (SFA)

## **Meal Charge Policy for Iowa Great Lakes Lutheran School**

### **I. Purpose**

- \* This policy ensures that all students have access to nutritious meals while establishing clear, fair, and consistent procedures for handling unpaid meal charges in accordance with USDA requirements (SP 46-2016).

### **II. General Policy Statement**

- \* Iowa Great Lakes Lutheran School is committed to ensuring that no child goes hungry. All students will be treated with dignity and respect regardless of meal account balance.
  - No student will be denied a reimbursable meal due to inability to pay.
  - No distinction will be made between students with negative balances and those with positive balances.
  - Students approved for free or reduced-price meals will always receive a full reimbursable meal.

### **III. Charging Policy**

- Students may charge reimbursable meals regardless of account balance.
- Students will always receive the same meal being served to all students.
- Iowa Great Lakes Lutheran School does not provide alternate meals for unpaid balances.

#### **IV. Student Equity and Confidentiality**

\*To protect student privacy and prevent stigma:

- Meal eligibility status (free, reduced, paid) is kept confidential.
- Students with negative balances will not be identified or treated differently.
- Meals are served using the same trays, service lines, and options for all students.
- Notifications are sent directly to households, not publicly displayed.

#### **V. Account Monitoring and Notifications and Monitoring**

- Meal account balances are monitored daily through the JMC point-of-sale (POS) system.
- Access to student eligibility and account data is limited to:
  - School Secretary (Confirming Official)
  - Nutrition Director (Determining Official)
  - School Principal (Hearing Official)
  - School Treasure

#### **VI. Parent Access**

- Families may monitor account balances at any time through their JMC parent login portal.

#### **VII. Notification Process**

\*Bi-weekly notifications of low or negative balances are:

- Printed and sent home in disclosed letters to families

## **I. Escalation Plan for Negative Balances**

\* When balances reach the following thresholds:

- \$-50.00
  - Email notification sent by School Secretary
  - Include balance and payment options
  
- \$-100.00
  - Phone call from Nutrition Director
  - Further discussion and expectations to make account balance current and repayment plan
  
- \$-150.00
  - Phone call from Principal
  - Further discussion and expectations for repayment
  
- \$-200.00
  - In-person meeting with:
    - Principal
    - Nutrition Director
    - School Board Representative
  - Collaborative plan developed to resolve balance

## **VIII. Payment Options**

- \* Families may make payments by:
- Sending cash or check with their student
  - Paying directly at the school office

## **IX. Collection Activities**

- \* The school will work collaboratively with families to resolve unpaid balances through:
- Regular communication
  - Flexible repayment discussions
  - Supportive, non-punitive approaches

## **X. Donation Policy**

- \* Donations to assist with unpaid meal balances will be applied as follows:
  - 1<sup>st</sup> As specified by the donor, if designated
  - 2<sup>nd</sup> Families who applied but were denied free/reduced benefits
  - 3<sup>rd</sup> Families who have communicated financial hardship
  - 4<sup>th</sup> Remaining funds distributed evenly among outstanding balances

All families will be notified and encouraged to maintain current balances moving forward

## **XI. Staff Responsibilities**

- Ensure policy is implemented consistently and respectfully
- Maintain confidentiality of student eligibility and account status
- Follow notification and escalation procedures

## **XII. Policy Communication**

- \* This policy will be:
  - Provided to all households at the start of each school year
  - Provided to new families upon enrollment
  - Available upon request from the school office
  - Printed in handbook
  - In registration folders

## **XIII. Special Considerations**

- Students with dietary accommodation will continue to receive appropriate meals regardless of account balance.
- The school will comply with all civil rights and non-discrimination requirements under USDA guidelines.

## XIV. Policy Review

- \* This policy will be reviewed annually and updated as needed to remain compliant with federal and state regulations.

## XV. Contact Information

- \* For questions regarding meal accounts or this policy, please contact:

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Nutrition Director  
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712-262-8237

Holly Pearson  
School Secretary  
Iowa Great Lakes Lutheran School  
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### **USDA Nondiscrimination Statement**

(Revised 2-15-23)

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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, DC 20250-9410; or

2. **fax:** (833) 256-1665 or (202) 690-7442; or

3. **email:** [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

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