

BLESSED TRINITY SCHOOL MEAL POLICY



Policy

Blessed Trinity Catholic School participates in the Minnesota Free School Meals program as outlined in [Minnesota Statutes 2024, section 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

Blessed Trinity Catholic School participates in the Minnesota Free School Meals Program, and therefore 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.

Point of Service

For Blessed Trinity Catholic School to receive State and Federal reimbursement for meals served, each student must be identified at the point of service.

Students form a single line and take trays with two of the three required components. They make a choice for the last component. Once their tray is complete they pass by the table where a trained staff member checks the tray to ensure that the student has a complete, reimbursable meal. The teacher then marks a tic next to their name on the day of the meal on the student meal tally sheet.

All students will be treated respectfully and in accordance with [Minnesota Statute 2024, section 124D.111, subdivision 5](#).

Payment for A La Carte and Extra Entrees will not be allowed at the Point of Service

Blessed Catholic School does not offer A La Carte food items. The only item that may be purchased separately is milk. Students not ordering a meal may order milk in advance. The order shows up on the student meal tally sheet. The payment for this item is sent to the office. The Admin credits the amount in the master order sheets and the money is given to the Financial Administrator to be deposited as it is received.

NONPROGRAM FOOD SALES

Blessed Trinity Catholic School will allow students to purchase a second breakfast or lunch meal in addition to the reimbursable meal(s) per Minnesota State Statutes [124D.111 Subd. 5](#) and [124D.1158 Subd. 5](#). The second meal must be ordered in advance per our meal order policy.

UNPAID MEAL CHARGES

Prior year unpaid meal charges

The Minnesota Free Meals Program does not address debt incurred before the program's implementation.

Blessed Trinity Catholic School will continue to use the local process for addressing delinquent meal accounts. Families are notified of past due balances each month with their monthly order form. A request is made to pay whatever balance is outstanding.

Once an unpaid meal account is determined to be uncollectible, Blessed Trinity Catholic School will not use a collections agency to collect the unpaid meal/milk funds.

School Nutrition Funds cannot be used to repay previous years' debts per 2 CFR Part 200.426.

Current year unpaid meal charges

Blessed Trinity Catholic School will continue to use the local process for addressing delinquent meal accounts. Families are notified of past due balances each month with their monthly order form. A request is made to pay whatever balance is outstanding.

Once an unpaid meal account is determined to be uncollectible, Blessed Trinity Catholic School will not use a collections agency to collect the unpaid meal/milk funds.

COMMUNICATION POLICY

This policy and any pertinent supporting information will be provided in writing in our parent/student handbook.

- All households each school year;
- Students and families who transfer into the school, at the time of enrollment
- All school district personnel who are responsible for enforcing this policy.

Blessed Trinity Catholic School will post this policy on the school website, in addition to providing the required written notification described above.

Blessed Trinity Catholic 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 the school district's school meals policy.

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:

- 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.