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Reviewed: May 29, 2024
Revised: May 27, 2025
Revised: September 29, 2026

ATHLOS LEADERSHIP ACADEMY
SCHOOL MEAL & PAYMENT POLICY No. 7.12

POLICY (PURPOSE)

Athlos Leadership Academy 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

Athlos Leadership Academy 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 Athlos Leadership Academy to receive State and Federal reimbursement for meals served, each student must be identified at the point of service.

Athlos Leadership Academy participate in the Community Eligibility Provision (CEP) program. Each reimbursable meal is counted at the point of service using a clicker counter for a total daily meal count at breakfast and lunch.

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

Payments will be made through the parent portal account in infinite campus using a credit card or debit card. Cash payments can also be brought to the front desk to be entered into student accounts by the student accounts coordinator. Students will use an assigned PIN to purchase milk or second meals at the point of service.

NONPROGRAM FOOD SALES

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.

Athlos Leadership Academy does provide an opportunity for students to purchase single milks or second meals in addition to the reimbursable meal(s), but only if the student has sufficient funds. Students will check account balance in the cafeteria using a PIN keypad before a purchase is made.

UNPAID MEAL CHARGES

Prior year unpaid meal charges

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

> *Once an unpaid meal account is determined to be uncollectable, Athlos Leadership Academy 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.

Current year unpaid meal charges

The Minnesota Free School Meals Program pertains only to reimbursable meals.
Charging is not allowed for single milks or second meals.

COMMUNICATION POLICY

This policy and any pertinent supporting information will be provided in writing by email, student handbook, and with the application for educational benefits to:

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

Athlos Leadership Academy will post this policy on the school district's website, in addition to providing the required written notification described above.

Athlos Leadership Academy 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.