

Menlo Park Academy School Meals Policy

Policy (Purpose)

Menlo Park 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

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

A food service staff member will place a check mark by the student's name on a roster when they receive breakfast or lunch.

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

Nonprogram Food Sales

Menlo Park Academy does provide an opportunity for students to purchase food, beverages, or second meals in addition to the reimbursable meal(s), but only if the student has sufficient funds.

Food, beverages, or second meals may be purchased in cash at the point of service.

Unpaid Meal Charges

Students will not be able to accrue debt because students will not be allowed to purchase food, beverages, or second meals unless the student has sufficient funds. We will not use a debt collection agency.

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

Communication Policy

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

- *All households before the start of 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.*

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

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, audiotope, 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.