



Independent School District 152



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School Meals Account Management

Administrative Procedure: 534.1

Date Adopted: 06/26/2017

Date Reviewed: 10/03/2022

Section: 500 Students

Date Revised: 10/03/2022

The purpose of these procedures is to establish consistent guidelines to effectively monitor and manage the prepaid meal account system in the Moorhead Area Public Schools. The Moorhead Area Public Schools recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for learning to occur.

Procedures:

1. The Moorhead Area Public Schools offer breakfast and lunch at all sites.
2. The meal accounting system in the Moorhead Public Schools is a pre-paid system. All meals and milk are paid for by depositing money into a student's individual account before meals or milk are served.
3. Students at Moorhead High School and Horizon Middle School may pay for ala carte purchases with cash or their pre-paid lunch account provided that adequate funds are available in the account.
4. Households may apply for free or reduced-priced meals anytime during the school year. Applications and income guidelines **are will be** mailed to all district households in early August. In addition, applications are available in each school office or can be completed online at meals.moorheadschoools.org.
5. All Elementary Schools, Middle School, High School, and Area Learning Center:
 - An account balance of \$5.00 or less is considered a low balance.
 - If an account balance falls below the necessary amount to pay for a meal, the student's account will be debited. The Food and Nutrition Services administrative assistant will send an overdue notice via email (or letter via US Mail if no email

address is known) to the student's parent/guardian for any account owing more than \$5.00.

- Elementary (K-4) notifications will be made weekly.
- Secondary (5-6) notifications will be made bi-monthly

- All kindergarteners receive free milk at snack break.

- The milk and snack program is not included in the free or reduced-price meal program. If a student has a negative balance and fills out the free or reduced-price application and qualifies, the cost of milk or snack at milk break or extra milk at lunchtime is still taken out of their account.

- A student will be allowed to purchase a la carte items until there is a negative balance of -\$25.00. Students will still be provided with a regular school meal if they are unable to purchase an a la carte item.

- The district may elicit assistance from either district or building staff when the above procedures are unsuccessful.

6. Scholarships and Support

- Scholarships may be available to families in need. Requests for scholarship funds can be made directly to the Food And Nutrition Services Director.

- Decisions regarding scholarships are made based on need or free and reduced status.

- Donations may be made for students through the online payment system.