



St. Peter's Catholic School

34 Main Street, PO Box 357
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www.stpetershokah.org
(507) 894-4375

School Meals Policy

Policy (Purpose)

St. Peter's 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 understand the expectations regarding unpaid meal charges.

Meal Service

St. Peter's 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 St. Peter's Catholic School to receive State and Federal reimbursement for meals served, each student must be identified at the point of service.

The classroom teacher on duty will mark down student lunches taken as students go through the lunch line.

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

Nonprogram Food Sales

To meet the nonprogram 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, including second meals.

Self-operated and vended meal/Food Service Management Company-operated sites should manage second breakfasts and lunches at the site level. If you have students that want to purchase a second meal, adjust your ordering or preparation at that site as needed.

A family of learners trying to live like Jesus in our school, homes, and community.

If a child wishes for a second meal, the teacher on duty will make a note of the child and meal number and notify the bookkeeper of the child and cost to be added to their account.

Unpaid Meal Charges

Prior year unpaid meal charges

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

Choose one of the following or insert your local process:

Any debt that has been incurred before the Free Meals Program was implemented is addressed by the principal. The principal will work with the families to see if the debt can be repaid or if the school needs to take on those costs.

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.

Any debt that has been incurred is addressed by the principal. The principal will work with the families to see if the debt can be repaid or if the school needs to take on those costs.

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 district, at the time of enrollment*
- *All school district personnel who are responsible for enforcing this policy.*

St. Peter's Catholic School 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.