



# Monticello School Nutrition 2020-21 Back to School Packet

## What's Inside and Why is it Important!

### 1. Monticello Public School Meal Prices & Meal Balance Policy

Meal Prices	Breakfast	Lunch
Kindergarten meal	\$0.00	\$2.80 (\$464.80/yr)
Elementary paid meal	\$1.60 (\$265.60/yr)	\$2.80 (\$464.80/yr)
Secondary paid meal	\$1.60 (\$267.20/yr)	\$2.95 (\$492.65/yr)
Milk only	\$0.65 (\$108.55/yr)	\$0.65 (\$108.55/yr)
Free/Reduced meal	\$0.00	\$0.00

The enclosed Monticello Public School meal balance policy will answer questions such as: How do I put money on my students account? Does my child still get a meal if their account is past due? How does the district keep me up to date on my students' balance?

### 2. Monticello Public School Breakfast Flyer

Children need healthy meals to learn. At Monticello Public Schools, we are committed to offering healthy meals to students every school day. Learn more about the breakfast program.

### 3. Information on Free/Reduced meal benefits and MN Health Care Program

The State helps pay for reduced-price meals so all students who are approved for free or reduced-price meals are eligible for **FREE** meals!

If you received free/reduced benefits from Monticello Public Schools or another school district last school year, you **MUST** fill out a new application this school year to continue receiving benefits. If your circumstances change, you may re-apply for school meal benefits at any time during the school year.

Please help the district reach our goal of **100%** completed forms. A student's eligibility status helps generate other funds provided by the State.

We may not know exactly what this year will entail, but no matter what school looks like (in-person, hybrid, or distance), we will be serving meals. Your feedback is important to me. If at any time you have any questions, comments, or concerns do not hesitate to contact me at [ciara.mcdonald@monticello.k12.mn.us](mailto:ciara.mcdonald@monticello.k12.mn.us).

Ciara McDonald, MM  
Director of Culinary Services



# Paquete de Nutrición de Monticello 2020-21

## De regreso a Clase

### Qué hay dentro y por qué es importante

#### 1. Escuelas Públicas de Monticello Precios de las comidas y política del balance.

Precios de las comidas	Desayuno	Comida
Jardín de infantes	\$ 0.00	\$ 2.80 (\$ 464.80 / año)
Comida primaria pagada	\$ 1.60 (\$ 265.60 / año)	\$ 2.80 (\$ 464.80 / año)
Comida secundaria pagada	\$ 1.60 (\$ 267.20 / año)	\$ 2.95 (\$ 492.65 / año)
Leche solamente	\$ 0.65 (\$ 108.55 / año)	\$ 0.65 (\$ 108.55 / año)
Comida gratis o a precio reducido.	\$ 0.00	\$ 0.00

La política de saldo de comidas de las Escuelas Públicas de Monticello adjunta responderá preguntas como: ¿Cómo depositar dinero en la cuenta de mi estudiante? ¿Mi hijo todavía recibe una comida si su cuenta está atrasada? ¿Cómo me mantiene actualizado el distrito sobre el saldo de mis estudiantes?

#### 2. Folleto de desayuno de las escuelas públicas de Monticello

Los niños necesitan comidas saludables para aprender. En las Escuelas Públicas de Monticello, estamos comprometidos a ofrecer comidas saludables a los estudiantes todos los días escolares. Obtenga más información sobre el programa de comida.

#### 3. ¿Información sobre los beneficios de comidas gratis/reducidas y el programa de atención médica de MN ;

El estado ayuda a pagar las comidas a precio reducido para que todos los estudiantes aprobados para recibir comidas gratis o a precio reducido sean elegibles para recibir **GRATIS** las comidas!

Si recibio beneficios gratuitos/reducidos de las Escuelas Públicas de Monticello u otro distrito escolar el año pasado, **DEBE** completar una nueva solicitud este y cada año escolar para continuar recibiendo los beneficios. Si sus circunstancias cambian, puede volver a solicitar los beneficios de comidas escolares en cualquier momento durante el año escolar.

Por favor ayude al distrito a alcanzar nuestra meta de que el **100%** aplique y complete el formulario para la comida. El estado de elegibilidad de un estudiante ayuda a generar otros fondos proporcionados por el estado.

Es posible que no sepamos exactamente qué implica este año, pero no importa cómo se vea la escuela (en persona, híbrida o a distancia), estaremos sirviendo comidas. Tus comentarios son importantes para mí. Si en algún momento tiene alguna pregunta, comentario o inquietud, no dude en ponerse en contacto conmigo en [ciara.mcdonald@monticello.k12.mn.us](mailto:ciara.mcdonald@monticello.k12.mn.us).

Ciara McDonald,MM

Directora de servicios culinarios

## **UNPAID MEAL CHARGES**

### **I. PURPOSE**

The purpose of this policy is to establish consistent district practices for the provision of meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

### **II. GENERAL STATEMENT OF POLICY**

- A. The School District's goal is to provide nutritious meals to students to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Breakfast and Lunch program and eliminate stigmatization of children who are unable to pay meal charges.
- B. It is the policy of the School District to offer breakfast and lunch meals that meet state and federal guidelines.
- C. Families may apply for free/reduced-price meal benefits anytime during the school year. Meal applications are distributed to all families in the district prior to the student's first day of classes. In addition, applications are available at all school building offices. If household income or size changes, families can apply for meal benefits anytime during the school year.

### **III. PAYMENT OF MEALS**

- A. All meal purchases are to be prepaid before meal service begins. Families may add money to a student's account through the School District's website or send payment with the student to pay at the school office.
- B. If the school district receives school lunch aid under MN statute, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

#### **IV. UNPAID MEAL CHARGE POLICY**

- A. All Students will be served a meal regardless of unpaid foodservice accounts. When a student eligible for PAID meals has “cash in hand” to pay for a meal and has a negative balance, the “cash in hand” will be applied towards the meal and not be applied towards past due balances.
- B. When a student has a negative account balance, the student will not be allowed to charge a la carte items regardless of the meal benefit status.

#### **V. LOW OR NEGATIVE ACCOUNT BALANCES - NOTIFICATION**

- A. The School District will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. When a student’s account falls below \$10.00, an automated phone call, text and/or email will be made to the parent/guardian informing them of the low balance, and that money will need to be put into the account. The food service meal system will notify the families three times during the week on Sunday, Tuesday, and Thursday.
- C. Food Service Cashiers will verbally notify paid status students that “Your balance is low, and a payment is needed soon” when a student reaches a balance of less than \$10. This process will continue until the student’s balance becomes greater than \$10.
- D. Once a student’s account reaches -\$20.00, the Food Service Director will send a letter to the family requesting payment for the negative balance and will send a free/reduced meal application in case there has been a change in financial circumstances. Once a student’s account reaches past -\$40.00, the Principal or Social Worker will make contact with the family. If a student’s account reaches past -\$60.00 and not paid prior to the end of the school year, the account will be turned over to the District Office to send to a collection agency, and the student account will be reset back to a \$0.00 balance.

#### **VI. COLLECTION OF UNPAID MEAL DEBT**

- A. The School District will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The School District will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges as delinquent debt when payment

is overdue, the debt is considered collectible, and efforts are being made to collect it.

Delinquent meal debt becomes “delinquent meal bad debt” when payment is overdue, and it is determined that further collection efforts for delinquent debt are useless or too costly. Food Service funds cannot be used to cover the losses of delinquent meal bad debt. Delinquent meal debt will be considered bad debt when the collection agency the District contracts with is unsuccessful in collecting the debt at the end of two years.

Each year, the bad debt costs will be presented to the School Board at the September regular meeting, along with the subsequent transfer from the General Fund to the Food Service fund.

- C. Throughout the school year, invoices will be sent to families with deficit “stale” meal accounts. A deficit “stale” meal account is defined as unpaid meal charges prior to a student qualifying for free and reduced meal benefits or a student that has left the District with a negative meal balance. Payment will be requested within 30 days after a student qualifies for free and reduced assistance. If no payment has been received (or no payment plan has been established with the Director of Business Services) after 30 days of notification, the invoice will be referred to a collection agency, and the student account will be reset back to a \$0.00 balance.
- D. Negative balances of more than \$60.00 and not paid prior to the end of a school year will be turned over to the District Office for collection. Collection options may include but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- E. Negative balances of more than \$10.00 when a student leaves the School District will be turned over to the District Office for collection at the end of a school year. This includes graduating Seniors. Collection options may include but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- F. The School District may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

## **VII. COMMUNICATION OF POLICY**

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
  - 1. All households at or before the start of each school year;

2. Students and families who transfer into the school district, at the time of enrollment; and
  3. All school district personnel who are responsible for enforcing this policy.
- B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

Approved	05/16/11	Revised 08/05/19
Revised	08/20/14	
	02/05/18	
Reviewed	09/10/18	



## Start your day right with Breakfast!



Mornings can be really crazy! School breakfast is an option when family schedules are rushed or children don't feel like eating right away in the morning.

Take advantage of this option to ensure your child eats a nutritious breakfast. Recent studies show a link between nutrition and learning. A nutritious breakfast helps students be more alert so they can actively participate in class. Breakfast has vitamins and nutrients for a strong and healthy body.

Breakfast at school is affordable, too. A full breakfast costs less than convenience store items. If you qualify for the free or reduced-price school lunch program, you also qualify for the breakfast program, with no additional paperwork

	<u>Free</u>	<u>Reduced</u>	<u>Paid</u>
Kindergarten	\$0.00	\$0.00	\$0.00
Elementary	\$0.00	\$0.00	\$1.60
Secondary	\$0.00	\$0.00	\$1.60

A separate menu is planned each month by school building. Some of the items served at breakfast include:

Cereal	Banana Bread
Muffins	Sweet Rolls
Pancakes	Waffles
Breakfast Pizza	Fresh Fruit
Milk	100% Fruit Juice

On early dismissal school days, breakfast is only available to the middle and high school students.

For more information on the Breakfast program or other school meals program, contact Ciara McDonald, Food Service Manager, at [ciara.mcdonald@monticello.k12.mn.us](mailto:ciara.mcdonald@monticello.k12.mn.us) or (763) 272-3047.

Information can also be found on the District's website at [www.monticello.k12.mn.us](http://www.monticello.k12.mn.us).

# Does your child have health insurance?

If not, help may be available.

Minnesota Health Care Programs have free and low-cost health insurance for children and families who qualify.

Your child may qualify if your household income is below:

Family size	Monthly income	Yearly income
2	\$3,950	\$47,410
3	\$4,977	\$59,730
4	\$6,004	\$72,050
5	\$7,030	\$84,370

Income is one factor for qualifying. Other rules and limits apply. For more information, call your county office or visit <http://mn.gov/dhs/people-we-serve/adults/health-care/>. These income limits are valid until June 30, 2021.

## To get a MNsure application for health coverage and help paying costs (DHS-6696):

- Print one from <http://mn.gov/dhs/people-we-serve/adults/health-care/>
- Call 877-KIDS-NOW toll free

- Call Wright County Health & Human Services @  
(763) 682-7414


Attention. If you need free help interpreting this document, ask your worker or call the number below for your language.

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ملاحظة: إذا أردت مساعدة مجانية لترجمة هذه الوثيقة، اطلب ذلك من مشرفك أو اتصل على الرقم 1-800-358-0377.

သတိ။ ဤစာရွက်စာတမ်းအားအခမဲ့ဘာသာပြန်ပေးခြင်း အကူအညီလိုအပ်ပါက၊ သင့်လူမှုရေးအလုပ်သမား အားပေးမြန်း ခြင်းသို့ မဟုတ် 1-844-217-3563 ကိုခေါ်ဆိုပါ။

កំណត់សំគាល់ ។ បើអ្នកត្រូវការជំនួយក្នុងការបកប្រែឯកសារនេះដោយឥតគិតថ្លៃ សូមសួរអ្នកកាន់សំណុំរឿង របស់អ្នក ឬហៅទូរស័ព្ទមកលេខ 1-888-468-3787 ។

請注意，如果您需要免費協助傳譯這份文件，請告訴您的工作人員或撥打1-844-217-3564。

Attention. Si vous avez besoin d'une aide gratuite pour interpréter le présent document, demandez à votre agent chargé du traitement de cas ou appelez le 1-844-217-3548.

Thov ua twb zoo nyeem. Yog hais tias koj xav tau kev pab txhais lus rau tsab ntaub ntawv no pub dawb, ces nug koj tus neeg lis dej num los sis hu rau 1-888-486-8377.

ဟ်သ့ၣ်ဟ်သးဘဉ်တက့ၢ်. ဝဲန့ၣ်လိၣ်ဘဉ်တၢ်မၤစၢၤကလိၤလၢတၢ်ကကျိးဝဲဝဲန့ၣ်လိၣ် တီလံာ်မိတခါအံၤန့ၣ်,သံက့ၢ်ဘဉ်ပုၤဂ့ၢ်ဝဲအပုၤမၤစၢၤတၢ်လၢန့ၣ်မ့တ မ့ၢ်ကိးဘဉ် 1-844-217-3549 တက့ၢ်.

알려드립니다. 이 문서에 대한 이해를 돕기 위해 무료로 제공되는 도움을 받으시려면 담당자에게 문의하시거나 1-844-217-3565으로 연락하십시오.

ໂປຣດຊາບ. ຖ້າຫາກ ທ່ານຕ້ອງການການຊ່ວຍເຫຼືອໃນການແປເອກະສານນີ້ພຣີ, ຈົ່ງຖາມພະນັກງານກຳກັບການຊ່ວຍເຫຼືອຂອງທ່ານ ຫຼື ໂທໂປຣໂປທີ 1-888-487-8251.

Hubachiisa. Dokumentiin kun tola akka siif hiikamu gargaarsa hoo feete, hojjettoota kee gaafadhu ykn afaan ati dubbattuuf bilbili 1-888-234-3798.

Внимание: если вам нужна бесплатная помощь в устном переводе данного документа, обратитесь к своему социальному работнику или позвоните по телефону 1-888-562-5877.

Digniin. Haddii aad u baahantahay caawimaad lacag-la' aan ah ee tarjumaadda qoraalkan, hawl wadeenkaaga weydiiso ama wac lambarka 1-888-547-8829.

Atención. Si desea recibir asistencia gratuita para interpretar este documento, comuníquese con su trabajador o llame al 1-888-428-3438.

Chú ý. Nếu quý vị cần được giúp đỡ dịch tài liệu này miễn phí, xin gọi nhân viên xã hội của quý vị hoặc gọi số 1-888-554-8759.

LB1 (8-16)

ADA1 (2-18)



For accessible formats of this information or assistance with additional equal access to human services, write to DHS.info@state.mn.us, call 800-657-3739, or use your preferred relay service.