BLUFFVIEW MONTESSORI SCHOOL
POLICY 708 UNPAID MEAL CHARGE AND DEBT COLLECTION

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 goal of Bluffview Montessori School 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 Bluffview Montessori School to offer breakfast and lunch meals that meet state and federal guidelines.

C. Families may apply for free/reduced-price meal benefits any time 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 BMS during regular business hours. If household income or size change, families can apply for meal benefits any time during the school year.

III. CHARGE POLICY

A. All students will be provided with regular meals, regardless of their meal account status.

IV. NOTIFICATION OF ACCOUNT STATUS

A. Contact with a student’s family will be initiated by the Bluffview Montessori School office staff when a lunch account shows a balance of $6 or less. In that case, Bluffview Montessori School will send notice on the following Monday (or next contract day) via email or formal letter. Bluffview Montessori School may also contact the family by phone call if email/letter does not generate a response.

B. Families always have the option to call or email Bluffview Montessori School to check a meal account balance.

V. COLLECTION OF UNPAID MEAL DEBT

A. If a student lunch account reaches $6 or less, the parent/guardian will be notified
via email (by formal letter if student family is without email) on the following Monday (or next contract day).

B. On the 15th of each month, any student with a lunch account containing a negative balance of $50 or more will be notified via email that their account is in need of payment.

C. Once the account exceeds a balance of negative $100, the family will receive a phone call and be encouraged to settle the bill. If that is not possible, the family will be encouraged to set up a payment plan.

D. If the account continues to go unpaid, Bluffview Montessori School may choose to move forward by sending the unpaid bill to a collection agency.

Legal Reference: Minnesota Statute, section 124D.111, subdivision 4