

Cornerstone Montessori Elementary School Meals Policy

Purpose

Cornerstone Montessori Elementary 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 have an understanding of the expectations regarding unpaid meal charges.

Meal Service

Cornerstone Montessori Elementary 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. Once a meal has been placed on a student's tray or served, it will not be taken away by any school official. 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 Cornerstone Montessori Elementary School to receive State and Federal reimbursement for meals served, each student will be identified at the point of service.

During breakfast and lunch meal service, students go through the school meal line and select their food items. Once they reach the end of the line a staff member observes their meal tray. If students have selected all the components needed for a reimbursable meal following offer vs. serve guidelines, a check mark will be indicated on the meal count checklist.

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

Nonprogram Food Sales

Students are allowed to purchase a second breakfast or a second lunch at the nonprogram price if the student has already selected a reimbursable breakfast or lunch.

The designated point of service staff member will mark second meals on the 2nd Meal Selection check list. At the end of each month the 2nd meals will be tallied and an invoice will be sent to the parents/guardians of these students requesting reimbursement.

Unpaid Meal Charges

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

The school does not use a collections agency to collect the funds. Any unpaid meal debts from previous years are covered with the school's General Education funds. 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 district, at the time of enrollment
- All school district personnel who are responsible for enforcing this policy.

Cornerstone Montessori Elementary School will post this policy on the school district's website, in addition to providing the required written notification described above.

Cornerstone Montessori Elementary School will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

Revised: 10/13/25

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.