

534.00 COV NQI MOV UAS TSEEM TSIS TAU THEM

I. LUB HOM PHIAJ

Xees Phos Tsoom Fwv Tsev Kawm Ntawv (SPPS) ntseeg tias cov me nyuam uas noj zoo zaub mov yuav kawm tau ntawv zoo zog. Lub hom phiaj ntawm tsab cai no yog ua kom peb ruaj siab tias cov zaub mov uas cov me nyuam noj tom tsev kawm ntawv uas yog muab los ntawm SPPS Child Nutrition Program yog ib co zoo zaub mov thiab kom cov xib fwb, niam txiv, thiab cov me nyuam muaj feem nkag siab txog tsab cai no. Tsab cai no yog ua kom tsis txhob pheej pom tias tub ntxhais kawm ntawv muaj nyiaj tsis txaus, tshem qhov uas pheej pom tias tub ntxhais kawm ntawv tsis muaj nyiaj them nqi noj mov hauv tsev kawm ntawv thiab ceev kom tau tus khoos kas cov nyiaj noj mov hauv tsev kawm ntawv.

II. KEV THEM TUS NQI NOJ MOV

- A. Ib xyoos twg, txhua tsev neeg yuav tau lis daim ntawv noj mov dawb los sis them tus nqi txo kom tiav.
 - 1. Cov tsev neeg uas tau txais ib daim ntawv ua ntej lub 9 hli tim 1 uas yog xa ncaj nraim rau lawv txog qhov tias lawv cov me nyuam tau noj sus dawb lawm no ces lawv tsis tas yuav lis daim ntawv noj mov no lawm.
 - 2. Muaj ntau txoj kev los lis daim ntawv thov noj mov dawb los sis them tus nqi txo no kom tiav xws li xa hauv tsev xa ntawv mus, ua hauv online ua ntej tsev kawm ntawv pib, mus nqa daim ntawv tom tsev kawm ntawv, mus muab daim ntawv hauv SPPS Nutrition Services lub vas sab, thiab hu mus rau SPPS Nutrition Services lub hoob kas.
 - 3. Cov tsev neeg uas ho xav tau kev pab lis daim ntawv no kom tiav, hu tau rau SPPS Nutrition Services los sis hu ncaj nraim rau koj lub tsev kawm ntawv.
- B. Muaj ntau txoj kev rau niam txiv txhab nyiaj ntxiv rau me nyuam tus account noj mov, xws li nyiaj ntsuab, check, credit card, los sis debit card. Tus txheej txheem them tus nqi noj mov muaj sau cia nyob rau hauv SPPS Nutrition Services lub vas sab los sis hu mus nug tsev kawm ntawv.
- C. Txhua tus tub ntxhais kawm yuav tau mov noj rau txhua lub caij noj mov txawm tias lawv tus account tseem tshuav nyiaj los sis tsis tshuav lawm.
 - 1. SPPS ntseeg tias nws yog ib qho zoo rau sawv daws tag nrho uas txhua tus me nyuam yuav tsum tau noj zoo zaub mov tom tsev kawm ntawv.
 - 2. Cov tub ntxhais kawm ntawv uas pom tias lawv tsim nyog noj mov dawb los sis txo nqi, xam cov tub ntxhais kawm ntawv uas nyob rau hauv qhov Community Eligibility Provision tib si, yuav tau txais mov noj es mam them rov qab txawm tias lawv tus account twb tsis muaj nyiaj li lawm.
 - 3. Yog tias ib tug me nyuam tseem tshuav nqi luab su noj tsis tau them, tus txheej txheem yuav ntos mus rau niam txiv yog piav nyob rau tshooj IV nram qab no.
 - 4. Txawm tus me nyuam yuav tau noj lwm yam zaub mov los yuav tsum ua tib zoo muab thiab saib taus nws.
 - 5. Tsuas cia cov me nyuam yuav khoom noj ntawm qhov chaw muag khoom (ala carte) yog tias lawv tseem tshuav nyiaj txaus nyob rau lawv tus account nkaus xwb.
- D. Li cas los xij, tom qab tus me nyuam twb txais tais mov lawd, yuav tsum tsis txhob muab tshem cia.

III. LUS QHIA NIAM TXIV TIAS TSHUAV NYIAJ TSAWG LOS SIS TSIS TSHUAV

- A. Hauv qab no yog cov kauj ruam uas qhia rau niam txiv/tus saib xyuas paub txog tias tus me nyuam tshuav nyiaj tsawg los sis twb tsis tshuav nyiaj nyob hauv nws tus account lawm:
 - 1. Rau cov me nyuam nyob qib qis (K-5), thaum tus me nyuam tau tshuav nqi luab su noj li 2 zaug lawm ces tus xib fwb yuav muab ib daim ntawv qhia ntsaws rau tus me nyuam lub hnab ev ntawv qhia rau niam niam txiv paub.
 - 2. Rau tag nrho cov me nyuam nyob hauv SPPS,
 - i. Thaum cov me nyuam tshuav nyiaj tsawg nyob hauv lawv tus account uas tsuas txaus noj li 5 zaug su lawm xwb ces, niam txiv/tus saib xyuas yuav tau txais ib tsab xov tooj ceeb toom tias nyiaj noj mov yuav tag lawm.
 - ii. Thaum tus account tshuav nqi luab mov noj txog li 5 zaug lawm ces, Lub hoob kas Office of Nutrition Services yuav xa ib tsab ntawv mus rau niam txiv/tus saib xyuas qhia tias lawv yuav tsum ua li cas.

iii. Thaum cov nqi luab su noj nce siab txog li 10 zaug ces, lub hoob kas Office of Nutrition Services yuav qhia rau tus thawj xib fwb hauv lub tsev kawm ntawv paub. Ces cov neeg ua hauj lwm hauv tsev kawm ntawv yuav nrog niam txiv/tus saib xyuas sib sab laj seb qhov teeb meem yog dab tsi, seb puas tsim nyog nrhiav kev pab los sis yuav tau them kom tas.

B. Txawm yog twb qhia los lawm tias tus tub ntxhais kawm ntawv tus account tiv nqi lawm los tseem pub tus tub ntxhais kawm ntawv noj sus hauv tsev kawm ntawv, xam tej uas muab mov nchuav pov tseg, nqa tau mus tiam sis tsis noj, tsis pub hais los sis sau nws lub npe tawm, los sis lo ntawv, nias ntawv, los sis chob koob.

IV. COV NQI NOJ SUS UAS TSEEM TSIS TAU THEM

- A. Qhov kev tsib cov nqi noj sus uas tseem tsis tau them yuav tsis ua rau ib tug me nyuam twg poob meej mom dab tsi.
- B. Koog tsev kawm ntawv yuav txuas lus nrog niam txiv/tus saib xyuas thiab muab tej nqi noj sus uas tsis tau them no sib kho kom tag. Yog tias tsim nyog ces yuav hais kom niam txiv/tus saib xyuas yuav tau lis daim ntawv thov noj mov dawb los sis them tus nqi txo rau lawv tus me nyuam. Cov tsev neeg uas twb yeej thov tag lawm es ho muaj kev pauv hloov hauv tsev neeg xws li poob hauj lwm, tau me nyuam tshiab, los sis lwm tus neeg ho los nyob nrog tsev neeg no los kom rov qab thov dua. Cov tsev neeg uas ua ib zaug them tsis tau no los yeej meem hu nrog lub hoob kas Office of Nutrition Services tham es maj mam ua ntau ntau zaug them los yeej tau.
- C. Koog tsev kawm ntawv yuav hais kom niam txiv/tus saib xyuas pab them kom tas cov nqi noj sus; tab sis, yog tias niam txiv/tus saib xyuas ho them tsis taus rov qab lawm tiag tiag li no los, lub tsev kawm ntawv uas tus me nyuam kawm nyob rau hauv yuav tau muab tsev kawm ntawv pob nyiaj them kom tas rau lub hoob kas Office of Nutrition Services.
- D. Koog tsev kawm ntawv yuav tsis xa cov nqi uas sau tsis tau no mus rau ib lub hoob kas twg sab nraud uas tsis yog tsev kawm ntawv xws li cov volunteers mus tsib nqi ntxiv.
- E. SPPS yuav tsis muaj lwm seem kev txwv raws li Minnesota Statutes section 123B.37 vim tsis them tub ntxhais kawm ntawv cov nqi noj mov. SPPS yuav tsis txwv tub ntxhais kawm ntawv kom tsis txhob mus koom tsev kawm ntawv tej kev ua ub no, kev ua koob tsheej tiav ntawv, mus kawm sab nraud, koom kis las, koom club, los sis lwm yam kev kawm ntxiv los sis mus tshawb lwm yam kev kawm, twj technology, los sis lwm yam twj kawm ntawv uas muab rau tub ntxhais kawm ntawv vim tsis them cov nqi noj mov.

V. KEV TSHAJ TSAB CAI TAWM

- A. Yuav muab Tsab cai no thiab tej lus txhawb sau ua ntawv thiab lwm yam (xws li mail, email, back-to-school packet, student handbook, staff training, etc.) xa rau:
1. Tag nrho cov tsev neeg ua ntej los sis thaum tsev kawm ntawv pib;
 2. Cov me nyuam thiab cov tsev neeg uas tsiv lwm qhov los lub sij hawm cuv npe kawm ntawv; thiab
 3. Tag nrho cov neeg ua hauj lwm hauv tsev kawm ntawv uas muaj feem siv tsab cai no.
- B. Tsab cai no kuj yuav muab tso rau SPPS lub vab sab thiab.

LEGAL REFERENCES

Minn. Stat. § 123B.37 (Prohibited Fees)

Minn. Stat. § 124D.111, Subd. 4

42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)

7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)

7 C.F.R. § 220.8 (School Breakfast Program Regulations)

USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)

USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)

USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

CROSS REFERENCES:

Policy 533.00 – Wellness