

**Willmar Public Schools**  
**FOOD AND NUTRITION SERVICES (FNS)**

**TITLE: Cardinal Care “Angel” Fund**

**POLICY:** In May 2009, the School Board of Willmar Public Schools approved the establishment of a Cardinal Care Fund to be used to help families in need of meal service for their students until they can get their free and reduced meal application submitted and approved or families who are struggling financially to sustain their student’s meal account balance. The money in the fund will come from donations. Any funds donated from graduating seniors’ positive meal accounts will be utilized in future school years.

**PROCEDURES:**

**Administration of the Fund:**

The School District has a School Meals policy in place (534 School Meals Policy: School Board Adopted, August 28, 2017). If a student does not have money in their account, Food and Nutrition Services may use the Cardinal Care Fund to pay for student meals when there is no money in the account or a free/reduced application has not been received.

1. The FNS Business Coordinator will oversee the funds and will work closely with the Director of Food and Nutrition Services, School Site Principals, and FNS Cashiers on the distribution of the funds.
2. The FNS Business Coordinator will pull the “Negative Balance Report” periodically. Students whose name appears on the list may be covered by the Cardinal Care Fund in the following order:
  - a. The FNS Business Coordinator may place the necessary money to cover a meal(s) in the student’s meal account.
    - 1.) They will first check to see if there are monies available in other household member’s accounts.
    - 2.) If there are, a transfer of funds between household members will occur and the Cardinal Care Fund will be reimbursed for the amount of the meal served.
    - 3.) The FNS Business Coordinator will notify the household of the funds transfer.
    - 4.) If/when sufficient funds are placed into the household’s meal account, the money used to pay for the student’s meal will be reimbursed to the Cardinal Care Fund for another student in need.
  - b. The FNS Business Coordinator will attempt to follow the wishes of the donor. For example: pay off unpaid balances for a certain school, certain family, or certain grade level.
  - c. Pay off meal debt from individuals who have been identified as homeless.
  - d. Pay off meal debt from families who are requesting help due to temporary financial difficulties.
  - e. Pay off meal debt from families who are approved for free and reduced-price meals.
  - f. Work with school social workers and administrators to identify students with significant needs and pay off meal debt. Preference will be given to families who have applied for free and reduced-price meals, but were denied.
3. The Food and Nutrition department will follow district policy 534 School Meals Policy when account balances are not maintained.

4. All money in the Cardinal Care Fund, both from the school sites and donations received, will be sent to WEAC in a locked bank bag. A donation form will be filled out for the school board's attention.
5. Food and Nutrition Services will work to find other revenue sources to sustain the fund through donations, as needed.

Developed May 2009, Updated September 2010, November 2013, February 2014, February 2015, August 17, 2015, November 10, 2017, August 31, 2020, May 19, 2021, August 2021, August 2022, October 2023

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