

Meigs County School District

Meal Charge Administrative Procedure

Effective Date: *July 1, 2017*

As provided in SP 46-2016, all school food authorities (SFAs) operating the federal school meal programs (National School Lunch Program and/or School Breakfast Program) must have a written and clearly communicated meal charge administrative procedure in place no later than July 1, 2017. All SFAs must have an administrative procedure in place for children participating at the reduced price or paid meal rate who either do not have money in their account or in hand to cover the cost of the meal at the time of service. SFAs are required to communicate that administrative procedure to families and school and/or district-level staff members as appropriate. SFAs should ensure the administrative procedure is communicated on an annual basis.

Families will have access to the meal charge administrative procedure via website and a copy is included in the student handbook that is given to students at the start of each school year. Families of transfer students during the year will receive a written copy of the district-wide charge administrative procedure in the student handbook.

Local Charge Administrative Procedure Considerations

General

Meigs County Students receive Universal Free Breakfast at all schools. There are currently no charges at Breakfast.

Meigs County Elementary and Middle Schools are part of the Community Eligibility Program (CEP) that provides meals to all Elementary Students at No Charge.

No Charges are allowed at any school for a la carte items.

This procedure currently applies to High School Students.

Students who are unable to pay for their meals at the time of the meal service are allowed to charge a meal. If the Universal Free Breakfast program changes and students must pay for breakfast, they will be allowed to charge a breakfast meal.

Any student charging a meal will receive reimbursable meal according to USDA guidelines.

Charge limits

Students may charge up to \$12.00. A alternate reimbursable meal may be given to the student after they reach the charge limit.

Alternate meals

Alternate meals are provided immediately in lieu of charging after the student's balance has reached - \$12.00. Alternate meals will be provided until the balance due is collected.

A typical alternate meal will include the following:

Lunch: Sandwich, Fruit or Vegetable, and Milk

Household Notification

Low balance notification: The school will notify students of their balance daily.

Negative balance notification: The school will notify the households monthly by letter of the negative balances that have reached the \$12.00 charge limit.

Delinquent Debt

Delinquent debt is defined as overdue unpaid meal charges that are considered collectable, with efforts being made to collect them. The debt may remain on the accounting documents until it is either collected or determined to be uncollectable. The household's debt will be delinquent for 30 days before the SFA requests payment. The cafeteria manager will send a note home with the student as the initial contact. If the charge is not paid, the manager will notify the school principal who will then contact the parent.

Repayment plans

Each household may request a repayment plan that will include payment levels and due dates appropriate to a household's particular circumstances. Please contact the School Nutrition Supervisor, 423-334-5793 or the school principal for establishing a repayment plan.

Bad Debt

Bad debt is determined to be uncollectable, with that further collection efforts for delinquent debt deemed useless or too costly. Delinquent debt will be considered as bad debt after the end of the school year.

- Bad debts (debts which have been determined to be uncollectable), including losses (whether actual or estimated) arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable (section 200.426 of subpart E).
- Bad debt must be written off as an operating loss at the end of the school year. The nonprofit school food service account (NSFSA) resources may not be used to cover the costs related to the bad debt. The effect school will at the end of the year supply a reimbursement for unpaid charges to the School Nutrition Program
- Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with record retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).

Additional Resources

Families may find assistance with applying for free or reduced price schools meals by contacting the Cafeteria Manager at their school, school principal or the School Nutrition Supervisor at 423-334-5793.

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;*
- 2) fax: (202) 690-7442; or*
- 3) email: program.intake@usda.gov*

This institution is an equal opportunity provider.