

# Weakley County Board of Education



Monitoring:

Descriptor Term:

## Meal Charge Policy

Descriptor Code:

3.501

Issued Date:

09/06/2018

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

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12 Families will have access to the Meal Charge Policy via Weakley County School website,  
13 student handbook, and registration packet. Families of transfer students (during the year) will  
14 receive a written copy of the district-wide charge administrative procedure with their registration  
15 packet.

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17 Students will be permitted to bring their lunches from home and to purchase allowable beverages  
18 and a la carte items at school.

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### 20 **LOCAL CHARGE ADMINISTRATIVE PROCEDURE CONSIDERATIONS**

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#### 22 **General**

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24 One breakfast is served to all students in grades PK-12 at no cost to the student. Teachers who  
25 participate in Breakfast in the Classroom are also allowed to receive one breakfast at no cost. No  
26 cost breakfasts are limited to one adult per class. Additional items can be purchased by students  
27 and adults at a la carte pricing.

28

29 Students in grades PK-12 may charge two lunches before students are served a reimbursable,  
30 alternate meal. Staff or faculty may also charge two meals. This service is designed to cover  
31 emergency situations only. It is not designed to provide a credit service for continuous charging  
32 and collecting for adult and student meals. Alternate lunches will be served to all students until  
33 the negative balance is paid. Students will continue to be charged for alternate lunches they  
34 receive at the standard lunch cost.

35 The reimbursable, alternate meal will include milk, fruit, vegetables, and an alternate entrée  
36 (grain and meat/meat alternate).

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#### 39 **Household Notification**

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41 Negative balance notification: The SFA will notify households of negative balances below \$0 via  
42 RoboCall, by sending printed notifications home with the students, and/or by personal phone  
43 calls weekly. Parents may also check balances and expenditures at [www.schoolcafe.com](http://www.schoolcafe.com).

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1 **Delinquent Debt**

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3 Delinquent debt is defined as overdue unpaid meal charges that are considered collectable, with  
4 efforts being made to collect them. The debt may remain on the accounting documents until it is  
5 either collected or determined to be uncollectable. The debt may be carried over at the end of the  
6 school year (beyond June 30).

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8 The household's debt will be delinquent for 7 days before the SFA requests payment. Weakley  
9 County Schools may withhold all grade cards, diplomas, certificates of progress or transcripts of  
10 a student until such student makes restitution in full.

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12 **Repayment plans**

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14 Each household may request a repayment plan that will include payment levels and due dates  
15 appropriate to a household's particular circumstances. Please contact Trista Snider,  
16 [Trista.Snider@wcsk12tn.net](mailto:Trista.Snider@wcsk12tn.net) or 731-364-3347 for establishing a repayment plan.

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18 **Bad Debt**

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20 Bad debt is determined to be uncollectable, with that further collection efforts for delinquent debt  
21 deemed useless or too costly. Delinquent debt will be considered as bad debt after 180 days.

- 22 • Bad debts (debts which have been determined to be uncollectable), including losses  
23 (whether actual or estimated) arising from uncollectable accounts and other claims, are  
24 unallowable. Related collection costs, and related legal costs, arising from such debts  
25 after they have been determined to be uncollectable are also unallowable (section  
26 200.426 of subpart E).
- 27 • Bad debt must be written off as an operating loss after 180 days the nonprofit school food  
28 service account (NSFSA) resources may not be used to cover the costs related to the bad  
29 debt. The funds will be obtained to restore the unallowable bad debt to the NSFSA from  
30 the school district's general fund. Once delinquent meal charges are converted to bad  
31 debt, records relating to those charges must be maintained in accordance with record  
32 retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

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34 **Additional Resources**

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36 Families may find assistance with applying for free or reduced price schools meals by contacting  
37 Trista Snider, [Trista.Snider@wcsk12tn.net](mailto:Trista.Snider@wcsk12tn.net) or 731-364-3347.

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

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45 *Persons with disabilities who require alternative means of communication for program  
46 information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact*

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1 *the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of*  
2 *hearing or have speech disabilities may contact USDA through the Federal Relay Service at*  
3 *(800) 877-8339. Additionally, program information may be made available in languages other*  
4 *than English.*

5  
6 *To file a program complaint of discrimination, complete the [USDA Program Discrimination](#)*  
7 *[Complaint Form](#), (AD-3027) found online at:*  
8 *[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter*  
9 *addressed to USDA and provide in the letter all of the information requested in the form. To*  
10 *request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter*  
11 *to USDA by:*

12  
13 *1) mail:*

14  
15 *U.S. Department of Agriculture*  
16 *Office of the Assistant Secretary for Civil Rights*  
17 *1400 Independence Avenue, SW*  
18 *Washington, D.C. 20250-9410;*

19  
20 *2) fax: (202) 690-7442; or*

21  
22 *3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)*

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24 *This institution is an equal opportunity provider.*