

Crockett County Schools Meal Charge Administrative Procedure

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 written copy of the district-wide charge administrative procedure will be included in student packets that are given to each student at the start of each school year. Families of transfer students during the school year will receive a written copy of the district-wide charge administrative procedure via written copy.

General

Students who are unable to pay for their meals at the time of the meal service are allowed to charge

- Lunch

Students charging lunch will receive a reimbursable meal.

Charge Limits

The number of charges allowed for Crockett County Middle and High School is 5 meals at \$2.85 each or \$14.25 total. Once the student reaches the allowable 5 charges or \$14.25, an alternate meal will be given to the student.

Alternate Meals

Alternate meals will be provided after the child's negative balance dips to a \$14.25.

The alternate meals will include the following:

Lunch: sandwich, fruit, and milk

Household Notification

Crockett County School Nutrition Department will notify households weekly of low balances below \$2.85 and negative balance to the parents by sending printed notifications home with the students.

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 debt may be carried over at the end of the school year (beyond June 30).

The household's debt will be delinquent until June 30 before the Crockett County School Nutrition Department requests payment from General Purpose. Money collected after June 30 will be paid to General Purpose.

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 Whitney Thornton, 731-696-2116 or whitney.thornton@crockettschools.net 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 bad debt after June 30.

- 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.
- Bad debt must be written off as an operating loss if not collected after the first 30 days of the beginning of the new school year, the Crockett County School Nutrition Department's resources may not be used to cover the costs related to the bad debt. Funds will be obtained from General Purpose to restore unallowable bad debt to the Crockett County School Nutrition Department.
- Once delinquent meal charges are converted to bad debt, records relating 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 and reduced price schools meals by contacting Crockett County Schools Nutrition Supervisor, **Whitney Thornton, 731-686-2116** or whitney.thornton@crockettschools.net.

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights and 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, audiotope, 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 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 of 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.

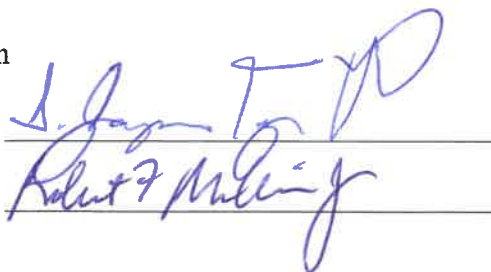
ENDORSED BY

Crockett County Schools Board of Education

Jasper Taylor, School Board Chairman

Robert F. Mullins, Director of Schools

Date Adopted 6-12-17



Handwritten signatures of Jasper Taylor and Robert F. Mullins over horizontal lines.

