School Nutrition Program
Greene County Public Schools
P.O. Box 436
Stanardsville, VA 22973
(434)939-9096

"Kids Can't Be Hungry For Knowledge If They Are Just Plain Hungry" – First Lady Dorothy McAuliffe

Policy for Students with Insufficient Funds for School Meals and Delinquent Accounts in the School Nutrition Program

- Students who qualify for free meals will not be denied a reimbursable meal even if they have accrued a negative balance on their cafeteria account.
- Students who have money to pay for a reduced-price or full price meal at the time of service must be provided a meal.
- If the student intended to use the money for that day's meal, the SFA will not use the money to repay a negative balance or other unpaid meal charge debt.
- Students will not be made to work for their meal or to work to settle any unpaid meal charges. In addition, students will not be labeled with a hand stamp, sticker, wristband, or identified in any other way if they cannot pay for a meal or have an unpaid meal charge.
- Students are allowed to charge 5 meals (this includes breakfast).
- Students who charge will receive a reimbursable meal.
- Students may not charge a la carte and/or extra items.
- No lawsuits will be filed against a student or the student's parent/guardian because the student cannot pay for a meal at school or owes a school meal debt.
- Students will not be denied the opportunity to participate in any extracurricular school activity because the student cannot pay for a meal at school or owes a school meal debt.

Communicating the Policy

- Households will have access to the written meal charge policy available on the Greene County Public Schools division website and the School Nutrition Program website. The policy will also be included in the student information packet, attached to the Meals Benefits Application, distributed on the first day of school. Transfer students will receive this information upon registration.
- The written meal charge policy will be communicated to all division staff prior to the first day of school.
- Child Nutrition Program staff will receive training on the meal charge policy and record of training will be maintained as part of the professional development portfolio.
- Documentation of the communication and training plan will be maintained for the Federal Program Administrative Review.

Notifying the Household of Low or Negative Balance in Student Cafeteria Account

- The student's household will be notified when a student's cafeteria account falls below $4.00. Notifications will be made, using our instant alert system, every Tuesday and Thursday.
- The SFA will notify households of negative balances. Nathanael Greene Primary, Nathanael Greene Elementary, and Ruckersville Elementary Schools will send daily charge slips home to parents and weekly letters, generated by the Café Enterprise computerized cash register system.

- Notifications to households will include the amount of unpaid meal charges and where to go for questions or assistance.
- The consequences of non-payment will be determined on a case-by-case basis.
- The persons responsible for managing unpaid meal charges are:
    - SNP Managers will collect payment for meals at the POS.
    - SNP Central Office will contact households by phone and letter, if necessary.

Delinquent debt is allowable in the School Nutrition Program and may be carried over to one successive school year.

- The student's household will be reminded of the negative balance at the start of the new school year through the instant alert system.

Bad debt is defined as delinquent debt that is deemed uncollectible at the end of the school year. Bad debt is unallowable in the SNP and cannot be carried over to the next school year. Funds resulting from bad debt cannot be recovered using SNP funds and must be offset by non-federal sources.

- At the end of the school year, the SNP Director and the Finance Director will evaluate all delinquent debt for conversion to bad debt. Bad debt will be restored to the SNP from the general fund prior to the end of the same fiscal year.
- Efforts to collect delinquent and/or bad debt will be handled by:
    - Sending First and Second Letters
    - Phone calls (2)

Assistance to Households

Households with questions or needing assistance may contact the School Nutrition Program office at: (434)939-9096.

Collection procedures for Delinquent and Bad Debt- Adverse Action

- When a household has reached the threshold of 5 meals, collection procedures will be initiated.
- Households will receive a Notification/Notice of Adverse Action stating collection procedures have begun.

"This Institution is an equal opportunity provider."