

Yamhill Carlton School District Nutrition Services Charging Protocol

The Yamhill Carlton School District places a high level of importance on ensuring every child has access to a nutritious meal during the school day and continues to serve all kids. Research has consistently found that kids do better in school when they eat regularly and healthily. All students shall be given access to a meal. No student will be embarrassed in front of peers by staff refusing to serve them or taking away food. To ensure our students are eating regular, healthy meals, we have established the following:

A meal charge account for each student will be created unless the parent/guardian requests otherwise.

- A. For students charging to their account, charges will be recorded to the students' account. The balance will be owed by the student and their parent/guardian. **It is the parent and/or guardian's responsibility to pay for all charges.**
 - a. Milk is included in the regular price of a meal and free/reduced meal.
 - b. Students wishing to purchase and extra milk, or students bringing their own lunch may purchase milk at the set cost. Charging of these items is not permitted.
 - c. Charging of second meals and other a la carte items is not permitted.

- B. If a parent/guardian request that their student not have an account, the following practice will be followed:
 - a. It is the parent/guardian's responsibility to inform their student that the account is not available and they cannot charge for a meal. The Nutrition Services office will restrict the account from any charges.
 - b. If the student wishes to eat, they can pay with cash.
 - c. If the student has no cash, the student will be served and the principal's office will be notified.
 - d. The principal or designee will contact the parent/guardian and work with the student.

- C. Any student failing to keep their account current, will be notified as follows:
 - a. The parent/guardian will receive an email notice every Monday by email from the Mealtime program or a USPS letter will be sent to those without email, or
 - b. If the parent/guardian has set up the Mealtime Application, it will send a low balance alert and each day there is an overcharge an alert will be sent what the balance is in the account.
 - c. In addition to receiving a notice through Mealtime, the Nutrition Services office will contact the parent/guardian requesting immediate payment or establishment of a payment plan agreement for all balances at \$25 or more.
 - i. If payment is not received, the building principal will contact the parent/guardian regarding the balance due and establish a plan to bring the account current while ensuring daily healthy meals for the student.

- ii. If the parent/guardian does not respond to payment requests, a certified letter will be issued to the parent/guardian stating that the parent/guardian must contact the building principal and arrange a meeting to discuss the situation. The debt may be forwarded to a collection agency unless immediate action is taken by a specific date.
- iii. If no action is taken, the account may be forwarded to a collection agency.

D. Students who transfer out of district with a balance owing will be notified as follows:

- a. Parent/guardian will be notified by letter of the amount owing.
- b. If no response, amount will be submitted to a collection agency.

E. If a balance is owed to a student when they leave the district, the parent/guardian have the following options available:

- a. Have the balance transferred to a sibling still in the District, or
- b. Have a payment issued by the Business Office, or
- c. Donate the money to a student in need nutrition account

General Handling of Meal Account Debt

Classification of delinquent debt: Yamhill Carlton School District Nutrition Services will continue attempts to recover delinquent meal charge debt of enrolled students. Unpaid amounts carry-forward from school year to school year, unless balances are classified as uncollectible.

Student accounts accrue meal-related debt when insufficient funds are available to compensate the district for the meal received. Adult and staff accounts are not permitted to accrue a negative balance except in the case of Non-Sufficient Funds (NSF) or credit card charge back (declined transactions).

In August, prior to the start of school, households are notified via ParentSquare and mailed home information regarding both the Free and Reduced-priced Meal Program and notification of YCSD's charging policy and procedures.

Additional efforts to collect student account debt will be noted and logged in the district Mealtime System. Notes regarding contact attempts, accepted repayment terms, or repayment structures will be logged in Mealtime.

Definitions (for the purpose of this explanatory document):

Delinquent Debt- "When payment is overdue. The debt is classified as delinquent as long as it is considered collectable and efforts are being made to collect it." (USDA Memo SP 47-2016, July 2016) Debt remains delinquent as long as attempts to collect it are made or until it is classified as 'bad debt' and written off. YCSD will make reasonable efforts to collect unpaid meal charges.

Bad Debt- bad debts in context to the Non-profit School Food Service Account (**NSFSA**) are described by 2 CFR 200.426 and defines bad debt as "debts which have been determined to be uncollectable..." further, "Bad debts...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" costs to the NSFSA.

Bad Debt Write-Off – As per FNS/USDA and Federal cost principles for grants, the NSFSA may not incur or maintain bad debt. The term “write-off” in this context refers to the transfer of liability for this bad debt to the district General Fund or other identified fund. Bad debt may not be absorbed by the NSFSA.

YCSD Nutrition Services Donation Fund and Site-based Charity Funds

Donations to the NSFSA may be tax-deductible (consult with your tax specialist). Donations toward unpaid meal debts can be received in two methods:

- 1) Through the online district payment portal (debit/credit cards accepted)
- 2) At the local school site (cash or check only)

Corporate donations can be submitted through either of the above methods or by contacting the Business Office at (503) 852-6983.

Donation funds will be applied to balances of YCSD students in the following order and conditions:

- 1) Approved for Free or Reduced-price meals after charges were accrued
- 2) Written requests from letters of hardship
- 3) Unpaid balances of student accounts that have left the YCSD system
- 4) Unpaid meal charges 45 days after the last student attendance day, of the school year.

YCSD “Bad Debt Write Off” Procedures

Annually, the Nutrition Services Division shall compose a memo to report uncollectable balances (“bad debt”) and forward to the Business Office for write off from the NSFSA. The memo shall include:

- Reason(s) for classification as a loss requiring write off
- Request for documentation confirming credit to the NSFSA

Adult Meals

Adult meals must be priced to sufficiently cover the overall cost of the meals and must include the value of any USDA Foods (entitlement and bonus). If cost data is not available, the minimum adult payment should reflect the student paid lunch price plus entitlement and bonus. Non pricing programs should charge adults at least the amount of free reimbursement plus entitlement and bonus for lunch, and the free reimbursement rate plus bonus for breakfast. Refer to FNS Instruction 782-5 Rev 1, Pricing of Adult Meals in the National School Lunch and School Breakfast Programs, for more information. Pricing will be calculated on an annual basis and be presented to the Board prior to the beginning of the new fiscal year. Charging of adult meals, ala carte or other purchases is not permitted. Adults may have a Mealtime account, which can be preloaded with funds or they can preload funds onto their account with check or cash to the school secretary.