

Germantown Municipal School District Meal Charge Administrative Procedure

Effective Date: 08/06/2025

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 student handbook and School Nutrition website. Families of transfer students (during the year) will receive a written copy of the district-wide charge administrative procedure during the registration process.

Local Charge Administrative Procedure Considerations

General

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

- *Breakfast

- *Lunch

Students charging breakfast and/or lunch will receive reimbursable meals.

Charge limits

The number of charges allowed for all students is 6 meals **OR** \$30.00.

Household Notification

Low balance notification: If parents are signed up on My School Bucks, our online payment system, they will receive a low balance email. Parents can view their child's lunch account at any time for balance information.

Negative balance notification: Cafeteria staff will send negative balance information by email to all students. Elementary and Middle School students will be sent a negative balance letter in their take home folders as well. District Office School Nutrition Specialist sends negative balance emails on a regular basis as well.

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 not be carried over at the end of the school year (beyond June 30).

The household's debt is requested by the SFA to be paid immediately. Families are notified that they will not receive their child's report card or records until the debt is cleared.

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 *Debbie Davis*, 901-752-7900 or Debra.Davis@GMSDK12.org 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 new school year begins.

- 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 after school year ends; the nonprofit school food service account (NSFSA) resources may not be used to cover the costs related to the bad debt. Bad debt will come from the district's general fund.
- 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 school meals by contacting Debbie Davis, 901-752-7900, debra.davis@gmsdk12.org

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- 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

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