

July 1, 2017

Northumberland County
Meal Charge Policy
Unpaid Meal Charge Policy

Policy:

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

Regulations:

2 CFR Part 200 Section 143 of the Healthy, Hunger-Free Kids Act of 2010.

The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of school nutrition program.

The intent of this policy is to establish a process and procedure to handle situations when children eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent account debt.

- 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 . Negative balance must be repaid.
- 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. A la Carte Items are not allowed to be charged.
- Students are allowed to charge up to \$4.15 dollar amount or 1 Breakfast and 1 Lunch for reimbursable meals only.
- Students who have charged up to the limit of the meals and we have not received money will be given an alternative meal at no charge.
- Two weeks before the end of the school year no charging will be allowed.
- Any moneys that have been left over at the end of the school year will transfer over into the next school year and between schools .
- No Charging two weeks before the last day of school. All negative balances should be Paid by the last day of school.

Communicating the Policy

- The written meal charge policy will be communicated to the household by posting on the Northumberland County division website, including in the student information packet distributed on the first day of school and to all transfer students during the school year, and attaching to the Meal Benefits Application.
- 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 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 \$ 0.
- Myschoolbucks.com is a web site that parents/guardians can access for free for their student / students. Once an account has been set up the parent/guardian can access information such as balances .
- The SFA will notify households of low or negative balances. E-mails will be sent Daily and letters generated for students to take home.
- Notifications to households will include the amount of unpaid meal charges, expected payment dates, the consequences of non-payment 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:
 - a. SNP school-based staff will collect payment for meals at the POS.
 - b. E-mails will be sent and letters will be given to students.
 - c. Teachers/ School Staff may NOT charge.

Delinquent debt / Bad debt :

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, Efforts to collect delinquent and/or bad debt will be handled by:
 - a. School Manager will Send First and Second Letters home with students
 - b. E-mails will be sent out
 - c. Food service Director will sent out Notice of Adverse Action/potential collections.

Collection procedures for Delinquent and Bad Debt- Adverse Action

If all Collection resources have been exhausted 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.

Assistance to Households

Households with questions or needing assistance may contact the School Kitchen Office where their student attends or the School Nutrition Program office at: 804-580-8032 OR e-mail at shamlett@nucps.net