

Grainger County Schools Meal Charge Administrative Procedure

Effective Date: 7/1/2017

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 that 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 a written copy of the district-wide charge administrative procedure included in packets that are given to each student at the start of each school year and can also be found on the school district website at www.grainger.k12.tn.us. Families of transfer students (during the year) will receive a written copy of the district-wide charge administrative procedure when they enroll in Grainger County School District.

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:

- Lunch (breakfast is free to students)

Students charging lunch will receive reimbursable meals.

Charge limits

The amount of charges allowed for PK-12th grade students is \$20.00. Once the student reaches the allowable \$20.00, an alternate meal may be given to the student.

Alternate meals

Alternate meals may be provided immediately after the child's negative balance dips to \$20.00. Alternate meals may be provided until the negative balance is paid or an acceptable repayment plan is developed.

The alternate meal will include the following:

Lunch: A sandwich, fruit, and milk

Students may be required to pay for alternate meals at the rates listed below:

Lunch: \$1.00

Household Notification

Low balance notification: Grainger County Schools will notify households by sending printed notifications home with the students weekly.

Negative balance notification: Grainger County Schools will notify households weekly of negative balances 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

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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 may be delinquent for 30 days before the SFA requests payment.

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 Amy Orrick, School Nutrition Coordinator, by email at amy@gcs123.net or call 865-828-3775 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 90 days.

- 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 120 days; the nonprofit school food service account (NSFSA) resources may not be used to cover the costs related to the bad debt. These funds may come from the school district's general fund. The household's debt will then be sent to a collection agency to restore funds to the school district.
- 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 schools meals by contacting Amy Orrick, School Nutrition Coordinator, by email at amy@gcs123.net or by phone at 865-828-3775.

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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 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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