

West Carroll Special School District Meal Charge Administrative Procedure

Effective Date: *July 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 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 a written copy of the district-wide charge administrative procedure provided in student handbooks. Families of transfer students (during the year) will receive a written copy of the district-wide charge administrative procedure in the student handbook.

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 lunch will receive reimbursable meals.

Charge limits

The number of charges allowed for Pre-K -12th grades is five (5). Once the student reaches the allowable five (5) an alternate meal will be given to the student.

The month of May students are not allowed to charge any meals.

Alternate meals

Alternate meals may be provided immediately in lieu of charging. Alternate meals may be provided until the charge balance is paid.

The alternate meal will include the following:

Lunch: Sandwich, fruit and milk

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

Lunch: \$0.00

LEA funds will be used to cover the cost of the non-reimbursable alternate meals.

Household Notification

Low balance notification: *Students are notified at the cashier's station that their account is low of funds at the elementary school and the jr/sh high school. At the primary school written notices are sent home with the students.*

Negative balance notification: *At West Carroll Jr/Sr High School the student will be notified by cashier or manager as well as a text sent to the parents when phone numbers are available.*

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 be carried over at the end of the school year (beyond June 30).

The household's debt will be delinquent for one day before the SFA request payment.

Additional Resources

Families may find assistance with applying for free or reduced price schools meals by contacting Janet Winchester, Child Nutrition Director at 731-662-4200 - email janet.winchester@wcsd.org or Angela Hartz at 731-662-4200 - angie.hartz@wcsd.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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