

Weakley County Board of Education



Monitoring:

Descriptor Term:

Meal Charge Policy

Descriptor Code:

3.501

Issued Date:

6/3/2021

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2 As provided in SP 46-2016, all school food authorities (SFAs) operating the federal school meal
3 programs (National School Lunch Program and/or School Breakfast Program) must have a
4 written and clearly communicated meal charge administrative procedure in place no later than
5 July 1, 2017. All SFAs must have an administrative procedure in place for children participating
6 at the reduced price or paid meal rate who either do not have money in their account or in hand
7 to cover the cost of the meal at the time of service. SFAs are required to communicate that
8 administrative procedure to families and school and/or district-level staff members as
9 appropriate. SFAs should ensure the administrative procedure is communicated on an annual
10 basis.

11
12 Families will have access to the Meal Charge Policy via Weakley County School website and
13 student handbook. Families of transfer students (during the year) will receive a written copy of
14 the district-wide charge administrative procedure with their student handbook.

15
16 Students will be permitted to bring their lunches from home and to purchase allowable beverages
17 and a la carte items at school.

18 19 **LOCAL CHARGE ADMINISTRATIVE PROCEDURE CONSIDERATIONS**

20 21 **General**

22
23 One breakfast is served to all students in grades PK-12 at no cost to the student. Teachers who
24 participate in Breakfast in the Classroom are also allowed to receive one breakfast at no cost. No
25 cost breakfasts are limited to one adult per class. Additional items can be purchased by students
26 and adults at a la carte pricing.

27
28 Students in grades PK-12 may charge two lunches parents are notified. Staff or faculty may also
29 charge two meals. This service is designed to cover emergency situations only. It is not designed
30 to provide a credit service for continuous charging and collecting for adult and student meals.

31 32 33 **Household Notification**

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35 Negative balance notification: Parents may check account balances and request low balance
36 notifications at www.schoolcafe.com.

37 38 39 40 **Delinquent Debt**

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42 Delinquent debt is defined as overdue unpaid meal charges that are considered collectable, with
43 efforts being made to collect them. The debt may remain on the accounting documents until it is

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1 either collected or determined to be uncollectable. The debt may be carried over at the end of the
2 school year (beyond June 30).

3
4 The household's debt will be delinquent for 7 days before the SFA requests payment. Weakley
5 County Schools may withhold all grade cards, diplomas, certificates of progress or transcripts of
6 a student until such student makes restitution in full.

7 8 **Repayment plans**

9
10 Each household may request a repayment plan that will include payment levels and due dates
11 appropriate to a household's particular circumstances. Please contact Trista Snider,
12 Trista.Snider@wcsk12tn.net or 731-364-3347 for establishing a repayment plan.

13 14 **Bad Debt**

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16 Bad debt is determined to be uncollectable, with that further collection efforts for delinquent debt
17 deemed useless or too costly. Delinquent debt will be considered as bad debt after 180 days.

- 18 • Bad debts (debts which have been determined to be uncollectable), including losses
19 (whether actual or estimated) arising from uncollectable accounts and other claims, are
20 unallowable. Related collection costs, and related legal costs, arising from such debts
21 after they have been determined to be uncollectable are also unallowable (section
22 200.426 of subpart E).
- 23 • Bad debt must be written off as an operating loss after 180 days the nonprofit school food
24 service account (NSFSA) resources may not be used to cover the costs related to the bad
25 debt. The funds will be obtained to restore the unallowable bad debt to the NSFSA from
26 the school district's general fund. Once delinquent meal charges are converted to bad
27 debt, records relating to those charges must be maintained in accordance with record
28 retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

29 30 **Additional Resources**

31
32 Families may find assistance with applying for free or reduced price schools meals by contacting
33 Trista Snider, Trista.Snider@wcsk12tn.net or 731-364-3347.

34 35 **Notice Regarding Funds Remaining in Withdrawn and Graduating Student Accounts**

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37 Families should request a refund for any funds left in a withdrawn or graduated student's lunch
38 account within 30 days of their last day of attendance.

39
40 Refund request should be emailed to Trista.Snider@wcsk12tn.net or mailed to:

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42
43 Weakley County Board of Education
44 Attention: School Nutrition Department
45 8319 Highway 22, Suite A
46 Dresden, Tennessee 38225

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Along with the refund request please include your child's name, the school attended, your name, your phone number, and a current address for a check to be mailed to. Parents can also request for a student's remaining funds to be transferred into another student's account, such as a sibling. If the withdrawn or graduated student's account has a balance in excess of \$20.00, the School Nutrition Department will attempt to notify a parent or guardian regarding the remaining balance.

Any undesignated funds left in the withdrawn or graduated student's account after the 30 day window will be retained by the WCS School Nutrition Department and at its discretion be used to offset unpaid meal charges accrued by other students.

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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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