

# **Arkadelphia Public School's Meal Charging and Collection Procedures**

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 this 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 "Meal Charging and Collection" procedures each school year. Families of transfer students (during the year) will receive a written copy of the district-wide charge administrative procedure when enrolled.

## **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 per Arkansas State Law. Meals will not be denied to any student. Students charging breakfast and/or lunch will receive the same reimbursable meals available to all other students. Students will not be approached regarding a delinquent account or the need to bring money. Students may request the status of their account on their own but must do so as a private encounter with the cafeteria manager. Account balances will not be published or made known publically to anyone except the student and his/her parent or guardian.

### **Household Notification**

The number of charges allowed for all students is not limited. Alternative meals will not be provided as a deterrent to charging. The parent or guardian will be contacted by letter, email, automated payment system notification or phone call when the account has remained delinquent without a payment plan in place. Families will be made aware of the opportunity to apply for free or reduced meal benefits and assisted as needed in filling out the application. Families may not be "required" to apply for benefits.

### **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 until charges are paid.

### **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 APSD Food Service Director for establishing a repayment plan.

### **Contact Information**

Families may contact the APSD Food Service Director for further help or information at 870-246-5564 ext.#1206

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