

## **Meal Charge and Delinquent Debt Policy**

### **I. Purpose**

The goal of the Nashville School District is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our Food Services Department. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances. The intent of this policy is to establish uniform meal account procedures throughout Nashville School District. The provisions of this policy pertain to regular priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, Nashville School District provides this policy as a courtesy to those students in the event that they forget or lose their lunch money.

### **II. Charge limits**

**Adults**-Visiting adults will be required to pay for their meal at the adult rate at the time of meal service. District Staff will be allowed \$10.00 in Charges.

**Students** will pay for meals at the district's published standard rate each day. A student will be allowed to charge a maximum of \$10.00 to their account after the balance reaches zero (meal purchases only). Once a student has reached the \$10.00 limit, he/she will not be allowed to charge meals, however he/she will be offered an alternate meal. The meal will consist of cheese sandwich, fruit and vegetable from offering bar and milk. This designated alternative meal will be recorded to the child's meal account at no charge. After May 10 of each year no charges will be allowed.

Students must prepay or pay cash at the register for all a la carte purchases. When a student's account balance reaches zero, no a la carte items will be sold to the student.

**Free Meal Benefit** - Free status students will be allowed to receive a free breakfast and lunch each day. Ala carte purchases must be prepaid.

**Reduced Meal Benefit** - Reduced status students will be allowed to receive a breakfast for \$.30 and lunch for \$.40 each day. A student will be allowed to charge a maximum \$10.00 to their account after the balance reaches zero (meal purchase only). Once a student reaches this limit, he/she will not be allowed to charge a meal, however he/she will be offered an alternative meal. The meal will consist of cheese sandwich, fruit and vegetable from offering bar and milk. This designated alternate meal will be charged to the child's meal account at no charge.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child.

### **III Payment methods**

**Parents/Guardians** are responsible for meal payment to the food service program. Low balance notices will be sent home when a student's account drops below \$5.00. Cashiers will remind students of low balances in the lunch line as well. If a student incurs a balance before becoming free, the parent or guardian is responsible for paying any charges before the status change. Parents may submit their email address to their students cafeteria to receive payment reminders by email.

**All school cafeterias** possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and said records are available by setting up an account at [www.myschoolaccount.com](http://www.myschoolaccount.com) or by speaking with the cafeteria manager.

You may send cash or check to pay for your student's meal purchases to school or you can deposit money on your student's account online at [www.myschoolaccount.com](http://www.myschoolaccount.com)

Notification emails-Parents can receive notification emails by setting up an account on [www.myschoolaccount.com](http://www.myschoolaccount.com) or by contacting your school's cafeteria manager.

Any remaining funds for a particular student will be carried over to the next school year.

**Refunds** for withdrawn, and graduating students; a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

**Unclaimed Funds** must be requested within one school year.

#### **IV Delinquent Debt**

Unpaid meal charges are considered "Delinquent Debt" when payment is overdue by 30 days. Parents will receive past due statements monthly either by email or mail. Parents may contact the school's food service director to establish a repayment plan.

A list of the current delinquent debt will be presented to the school board in the regular June meeting, along with details of collection action. The School board will make a determination if the debt has become uncollectable and should be reclassified as "Bad Debt"

Once a debt is considered as bad debt the SFSA must be restored using non-federal funds.