



Quitman County Schools Nutrition Department

173 Kaigler Road • Georgetown, Ga 39854 • 229-334-4298 • 229-334-4700 Fax

Charge Procedures

Federal Requirement

The purpose of this policy is to address the need for school food authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which would include, if applicable, the availability of alternate meals. Because all students in participating schools may receive reimbursable school meals, all SFAs must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

This requirement is referred to as a “policy,” but whether this is referred to as a “policy” or “standard practice” is at the discretion of the SFA. Regardless of terminology is used, the policy or standard practice must consist of a written document explaining how the SFA will handle situations where children eligible to receive reduced price or paid meals do not have money in their account or in hand to cover the cost of their meal at the time of service. The policy or standard practice must be implemented throughout the SFA.

You can find more information about this US Department of Agriculture (USDA) Food and Nutrition Service (FNS) requirement at: <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>.

PURPOSE OF PROCEDURES:

The purpose of this procedure is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- To treat all students/staff with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies, student and parent/guardian to the maximum extent possible
- To establish a consistent district procedure regarding charges and collection of charges



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- Allows staff that work for the district to charge their meals and any extra food item
- Students are not allowed to charge; The district participates in the Community Eligibility Provision (CEP).
- If students want to buy extra food items or a meal they must pay for it at the time of service
- The cafeteria staff will keep up with the charges throughout the month and tally the bill at the end of the month
- The Nutrition Director will send out notices to the staff that have charges and a deadline for payment
- The charges are to be paid in full by the 1st Friday of the following month (the only exception is the last month of school. The charges will be due on the last day of school.)
- If payment is not rendered for charges the adult will not be able to charge a meal until the bill is paid in full

Community Eligibility Provision

Section 104(a) of the Healthy, Hunger-Free Kids Act of 2010 (Act) amended section 11(a)(1) of the Richard B. Russell National School Lunch Act to provide an alternative that eliminates the need for household applications for free and reduced-price meals in high-poverty LEAs and schools. This alternative, which is now part of the NSLP, is referred to as the Community Eligibility Provision (Community Eligibility).

To be eligible, LEAs and/or schools must meet a minimum level of “identified students” for free meals in the year prior to implementing Community Eligibility; agree to serve free breakfasts and lunches to all students; and agree to cover with non-Federal funds any costs of providing free meals to students above the amounts provided by Federal assistance. Reimbursement for each LEA or school is based on claiming percentages derived from the percentage of identified students, i.e., students certified for free meals through means other than individual household applications. The claiming percentages established in the first year for an LEA or school may be used for four school years and may be increased if the percentage of identified students rises for the LEA or school