

PERRY COUNTY SCHOOL DISTRICT

CHILD NUTRITION DEPARTMENT

SCHOOL MEAL CHARGE POLICY

USDA Federal Management Circular 796.1 (RV.2) list bad debts as non-allowable expenditures of federal funds, therefore losses on meals charged and/or NSF checks cannot be paid out of Child Nutrition funds. To assure compliance with Federal Management Circular 796.1(RV.2) annually a transaction should be made for uncollectible charges or insufficient fund checks by general funds to record reimbursement for all said bad debt.

USDA Federal regulations state that all meal payments are to be made at point of service. The State Agency's position is that Child Nutrition Program funds cannot be used for program purposes to resolve bad debt as noted by USDA, FNS Instruction 796.1 Rev. 2.

1. All full paying and reduced priced students in grades K-8 will be allowed to charge reimbursable lunch meals not to exceed \$40.00 and 9-12 will not be allowed to charge at all.
2. Charge notices will be sent home two(2) times a month with students in an effort to notify the parent of outstanding charges from the moment a student receives his/her first charge.
3. Once the charge limit is exceeded, parents will be informed by mail from Child Nutrition administrative staff to send a meal from home until charges are paid down below the allowable limit.
4. No extra food or items (chips, ice cream, water, etc.) sales will be allowed to be charged to a student's account unless they already have funds in the account.
5. Report Cards for any student with charges may be withheld and require that parents pay all outstanding charges before report cards are released.
6. Principals will be given a charge report at the end of each month with the names of students who have outstanding charges.
7. Students who owe meal charges will not be allowed to purchase extra food sale items until all charges are paid in full.
8. Students who are withdrawn in the middle of a school year must pay all outstanding charges. School staff should obtain outstanding charge amount information from the Child Nutrition Office before final withdrawal is conducted. If student is released with a negative balance the owed amount will be taken out of the Principal School budget to cover cost.
9. All students who reach or exceed allowable charge limit may not be allowed to participate in any school activities (field trips, incentives, field day, etc.) until the balance is paid or arrangements are made with the school principal or child nutrition director.
10. All students that owe will not be allowed to take their semester exams or be exempt from their nine weeks or semester test.

*Instructional staff will share in the responsibility of collection of monies for sales of meals.