

McKenzie Special School District Meal Charge Administrative Procedure

Effective Date: *July 1, 2017*

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 that 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 charge administrative procedure will be included in student handbooks. Families of transfer students (during the year) will receive a written copy of the district-wide charge administrative procedure in the student handbook.

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:

- Breakfast (Free to all students)
- Lunch

Students charging lunch will receive reimbursable meals.

Charge limits

The number of charges allowed for Pre-K -4th grades is five (5). Once the student reaches the allowable five (5) an alternate meal will be given to the student.

The number of charges allowed for 5th-12th grades is three (3). Once the student reaches the allowable three(3) an alternate meal will be given to the student.

Alternate meals

Alternate meals will be provided immediately in lieu of charging. Alternate meals will be provided until the charge balance is paid.

The alternate meal will include the following:

Lunch: Sandwich, fruit and milk

Students will be required to pay for alternate meals at the rates listed below:

Lunch: \$0.00

Household Notification

Low balance notification: *We notify the students at the cashier's station that their account is low of funds at the middle school and high school. At the elementary school written notices are sent home with the students.*

Negative balance notification: *At the elementary school written notices are sent home with the students or if the parent's email address is on file- an email is sent. At the middle school the student is notified as well as a text is sent to the parents. At the high school the student is notified by the manager.*

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).

The household's debt will be delinquent for one day before the SFA requests payment.

Additional Resources

Families may find assistance with applying for free or reduced price schools meals by contacting Rita Brandon at 731-352-5477 or brandonr1@mckenzie-schools.org .

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- 1) mail: U.S. Department of Agriculture
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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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