

To be Implemented  
July 1, 2017

**Greene County School District  
Child Nutrition Department  
CHARGE POLICY**

**United States Department of Agriculture (USDA) Policy Memorandum SP-46-2016 requires all School Food Authorities (SFA) operating federal school meal programs to have a written charge policy by July 1, 2017.**

**Purpose:** The purpose of the policy is to establish a consistent meal account policy for Greene County School District that allows students to receive the nutrition they need to stay focused during the school day, minimize identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit Child Nutrition account.

**Scope of Responsibility:**

The Child Nutrition Department is responsible for maintaining account balances and notifying households of insufficient funds and/or negative balances.

Greene County School District is responsible for supporting the Child Nutrition Department in collection activities and household notifications.

The Parent/Guardian is responsible for maintaining adequate funds in their child/children's meal account, including utilizing on-line account services.

**Administration:**

1. No charges will be allowed for the sale of second meals to students.
2. No charges will be allowed for the sale of extra food sale items and/or beverages to students.
3. Meal prices for students and adults are established by the School Board. Policies related to the establishment of these prices are:
  - a. Meal prices for adults must cover the cost of the meal including preparation and service as no financial assistance is received from the government or state for adult meals.
  - b. An adult meal consists of the same food components as the student tray.
4. No charges will be allowed for adult meals or a la carte sales. Adults are not allowed to solicit food from students.
5. In-kind meals are available free of charge to all Child Nutrition Department Employees.
  - a. All other adults including instructional personnel, custodial personnel, support staff, and guests must pay for meals or food received through the Child Nutrition operation.
  - b. An in-kind meal consists of the same food components and serving sizes as students.
6. Any student withdrawing from school will be required to pay any debt in full.
7. Seniors must pay all charges before graduation.
8. Returned Checks will be handled by a Debt Collection Agency. All fees will be paid for by the signee of the check.

**Collections:**

1. According to federal regulations, all meal payments are to be made at the point of service. All daily meal counts will take place at the end of the serving line, defined as the "point of service", by the cashier for each meal service period. Payments of meals will be by cash, check, or prepay.
2. Due to a limited change fund, personal checks may not be cashed from the Child Nutrition fund and change cannot be made for bills greater than \$5.00.
3. Payments by check of combined payments for meals and other school expenses will be deposited in full to the lunch account.
4. Bad debts are non-allowable expenditures of federal funds; therefore, losses from bad checks or unpaid meal accounts cannot be paid from Child Nutrition funds. To assure compliance with federal regulations, a transaction will be made annually to record reimbursement from the general school fund to the Child Nutrition fund for any losses due to the uncollectable insufficient fund checks and unpaid meal accounts.

**FNS Instruction 796-2 (Rev. 3) lists bad debts as a non-allowable expenditure of Federal Funds. Therefore, losses or meals charged cannot be paid with Child Nutrition Funds.**

5. Further measures that may be taken to collect student meal charges include, but are not limited to:
  - a. Forward student account balances to a Debt Collection Agency.
  - b. Report the parents/guardians to the Department of Human Services in the event of suspected neglect as mandated by law MS Code Sections 93-21-3 and 97-5-23.
  - c. Parents/Guardians that have students with meal charges will be unable to register for the next school year until all charges are paid in full.
  - d. Report Cards will be held and ActiveParent account will be deactivated for students/households that have a meal charge balance.
  - e. Student being unable to participate in school activities which include, but are not limited to:
    - i. Sports' Teams
    - ii. School Dances
    - iii. Field Trips
    - iv. Graduation Ceremonies