

Putnam County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Meal Charge Policy	Descriptor Code: 3.5001	Issued Date: 05/04/17
		Rescinds:	Issued:

1 Families will have access to the meal charge administrative procedure via written copy included in
2 student handbooks or packets given to each student at the start of each school year, or upon registration
3 during school year for transfer students. The complete charging procedure is available on the Putnam
4 County Board of Education website under School Nutrition.

5 Students are allowed to charge a maximum amount of meals in succession to give the Cafeteria
6 Manager time to communicate with the student and parent regarding the charge balance, and allow
7 parents time to sent cash/check to the school cafeteria. Maximum allowed charging is \$10.00.

8 *Procedures for Charges*

- 9 1. Charge letters (for students with negative balance) will be sent to parents of students at least
10 once per week via teacher mailbox and email.
- 11 2. Students are responsible for delivery of printed letters to parents.
- 12 3. When balances reach a negative balance, the food service manager will attempt to contact
13 parent/guardian by phone.
- 14 4. A history transaction on any student account will be provided upon request by parent or can be
15 accessed online @ www.pcsstn.com.
- 16 5. Any charges that reach maximum limits listed above will be reported to principal for collection.
17 Every attempt to collect charges will be made at school level before submitting to Food Service
18 Supervisor.
- 19 6. A reimbursable alternative meal of a sandwich with milk, fruit, and vegetable options at lunch
20 will be provided immediately to students with a maximum charge balance (at or just under
21 \$10.00) for the duration of the school year, until balance is paid or Free/Reduced price meal
22 eligibility status changes.
- 23 7. There will **absolutely be no charging** after May 1st.
- 24 8. Parents, teachers, visitors, and adult charges are **prohibited**.
- 25 9. A la carte charges are prohibited.

1 10. Charges must be reconciled and paid from funds other than Food Service. Any losses arriving
2 from uncollected accounts, other claims and related costs (i.e. bad checks, bad debts) are
3 unallowable.

4 *Collection of Unpaid Meal Charges¹*

5 Delinquent debt is defined as overdue unpaid meal charges that are considered collectable, with efforts
6 being made to collect them. Debt is considered delinquent for up to four (4) weeks of nonpayment.
7 After two (2) weeks, families that fail to repay a debt will be contacted to collect payment by the
8 School Nutrition Supervisor at (931)-528-1847. As no charging is allowed on or after May 1st, all
9 negative balances on May 1st are determined delinquent debt.

10 Bad Debt is determined to be uncollectable, and that further collection efforts for delinquent debt
11 deemed useless or too costly. Delinquent debt will be considered bad debt after four (4) weeks. The
12 debt may remain on accounting documents until it is either collected or determined to be uncollectable
13 on or before June 30th.

14 Bad debts including losses arising from uncollectable accounts and other claims are unallowable.
15 Related collection or legal costs arising from such debts after they have been determined to be
16 uncollectable are also unallowable (section 200.426 of subpart E). Bad debt must be written off as an
17 operating loss by July 31st for debts from previous school year (considering debt time processes from
18 final charge date of April 30th). The nonprofit school food service account resources may not be used
19 to cover the costs related to the bad debt, but will be charged to the district general fund, unless donate
20 funds are covered by community organizations.

Legal References

1. 2 CFR 200.426

Cross References

Deposit of Funds 2.500
Financial Reports and Records 2.701