

Child Nutrition  
Charge Procedures

**Regulatory Authority:** United States Department of Agriculture Policy Memorandum SP-46-2016 requires all School Food Authorities operating federal school meal programs to have written meal procedures by July 1, 2017.

**Purpose:** The purpose of these procedures is to establish a consistent meal account procedures for Biloxi Public 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 charge records and notifying students/parents/guardians of negative balances and My Payments Plus.com website which serves as a parent resource for student account information.

Biloxi Public School District is responsible for supporting the Child Nutrition Department in collection activities.

The Parent/Guardian is responsible for maintaining adequate funds in the child's/children's meal account, including utilizing on-line account information for monitoring balances and making payments.

**Administration:**

1. Grade PK-8 will be allowed to charge a maximum of \$10.00.
  1. Before the charge limit is reached, parents/guardians will be notified of their child's low balance with a note from the manager.
  2. Each day after that they will receive a note until they meet their maximum negative balance.
  3. Once the maximum charge is reached the student must bring a lunch from home or pay off balance to be able to receive another meal.
  4. The student will be sent to office to call parent/guardian.
2. No charges will be allowed for the sale of extra food and/or beverages.
3. During the month of May all charging will be discontinued and parent/guardian will be responsible for maintaining a positive meal account balance.
  1. Parents will be sent a letter requesting payment in full.
  2. Seniors must pay all charges before graduation.
  3. Charges that remain unpaid at the end of school will remain on students account for the following year.
4. Any student withdrawing from school will be required to pay any debt and refunds will be made for any money in the students account. This will be done by filling out a "request for refund" form at which time a check will be sent in the mail.
5. Adults are not allowed to charge meals or solicit food from students.

**Collection of Funds:**

1. Delinquent meal charges will be collected by the Child Nutrition Department throughout the school year.
2. If delinquent meal charges are collected by the school office during the summer months they will be sent to the Child Nutrition Department for deposit. Each school will be given an end of the year debt list. If money is uncollected it will be carried over into the next school year.
3. Returned checks will be handled by a debt collection agency. All fees will be paid by the signee of the check.
4. When local officials determine further collection efforts for delinquent debt are useless or too costly, the debt will be reclassified as "bad debt" and will be written off as an operating loss. FNS Instruction 8796-2 (Rev.3) list bad debt as non-allowable expenditure of Federal Funds. Therefore, losses or meals charged cannot be paid with Child Nutrition Funds.