

SCHOOL MEAL ACCOUNT CHARGES AND COLLECTIONS

The District Administrator and Head Cook shall have primary administrative responsibility for overseeing the consistent implementation of the rule that accompanies this policy, including the following:

1. Ensuring that the rule is clearly communicated to school families and to District employees who have responsibility for the application and enforcement of the rule.
2. Monitoring the nutritional, fiscal, and operational impacts of the District's approach to meal charges and collections, and, at their own initiative or upon the request of the Board, providing the Board with reports and recommendations for changes and improvements.
3. Coordinating the implementation and enforcement of the rule with the management and staff at any contracted food service company that the District may work with.

In addition to the rule accompanying this policy addressing student meal charges and account collections, it is the policy of the District that non-student adults who are permitted to purchase meals or other items through the food service program may be authorized to charge items resulting in a negative balance in an amount up to \$35.00, with payment due immediately upon notice of the balance.

Reclassification of delinquent debt as bad debt within the Nonprofit School Food Service Account (NSFSA). In consultation with the District's financial auditors as needed, the District Administrator shall develop procedures and criteria for the reclassification of long-term delinquent debt within student food service accounts as uncollectible bad debt. Such procedures and criteria shall be consistent with the following general parameters:

1. Unless an active payment plan is in place or other attempts at collection are actively being pursued, delinquent debt in a student food service account that has not been repaid within two (2) years shall normally be reclassified as bad debt for purposes of the District's NSFSA.
2. The reclassification of a delinquent debt to a bad debt as an accounting of allowed costs within the District's NSFSA does not prevent the District from (a) continuing to track the unpaid debt, (b) accepting payment for the debt, (c) refusing to extend further credit or offer other payment plans to the debtor household, or (d) applying other District policies and rules related to unpaid charges and fees.

Donations to pay debts in student food service accounts. When donations of money are accepted and used for the specific purpose of covering unpaid balances (in full or in part) in student food service accounts, the District shall consider the debt repaid and discharged to the extent covered by the donation(s). Except as provided in any terms or contingencies that are attached to a specific gift and that have been accepted by the District, or except as otherwise approved by the Board, food service program personnel shall normally aggregate (e.g., annually or more often) any donations that have been received for the purpose of covering unpaid balances and then apply the total amount on a pro-rata basis (either equal dollars per student or an equal percentage of the amount owed) across the negative-balance account(s) of households that the District has identified as being in financial need of such assistance. Where the amount of such donations makes this preferred approach impractical, the District Administrator may approve an alternative approach.

USDA Nondiscrimination Statement:

This institution is an equal opportunity provider.

Esta institución es un proveedor que ofrece igualdad de oportunidades.

LEGAL REFERENCES:

Wisconsin Statutes

Section 115.34	[school lunch program, generally]
Section 115.341	[school breakfast program, generally]
Section 115.343	[Wisconsin school day milk program, generally]
Section 115.347	[direct certification of eligibility for school nutrition programs]

Federal Laws

42 U.S.C. §1758(b)(2)(A)	[school district duty to publicly announce the income eligibility guidelines for free and reduced price meals]
42 U.S.C. §1758(b)(6)	[confidentiality of federal meal program application information and eligibility status; disclosure limitations]
7 C.F.R. §210.12	[district duty to involve families in the school meal programs and to inform families about the availability of federal food programs]
7 C.F.R. §245.5	[district duty to inform school families and the community about the availability of reimbursable school meals (whether free, reduced-price, or paid), the eligibility criteria for free or reduced-price meals, and the process for applying for free or reduced-price meals]
7 C.F.R. §245.6	[application, eligibility, and certification of children for free and reduced-price meals and free milk; restrictions on the disclosure and use of information obtained from an application]
2 C.F.R. §200, Subpart E	[standards for allowable costs as set forth in federal cost principles]
2 C.F.R. §200.426	[treatment of bad debt under federal funding requirements]

CROSS REFERENCES:

345.62	Graduation Ceremonies
763 Rule	School Meal Account Charges and Collections

ADOPTED: May 11, 2017