

*DAYTON CITY SCHOOL CAFETERIA
SCHOOL NUTRITION PROGRAM*

**DAYTON CITY SCHOOL 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 on the school web page, www.daytoncity.net. A copy of the procedure will be sent home in the student handbook at the beginning of the year. Students entering school during the year will also receive a copy in their handbook.

Students that are unable to pay for their meals at the time of the meal service can charge for both breakfast and lunch. Students charging WILL receive reimbursable meals.

The number of charges allowed for students PreK – 8 and teachers is three meals. Once the student reaches the allowable charges an alternate meal will be given to the student.

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

The alternate meal will include the following:

Breakfast: cereal and milk

Lunch: Sandwich, fruit, and milk

Students will be required to pay for the alternate meal at the rate listed below.

Breakfast: \$.50

Lunch: \$1.00

Low balance letters are sent home weekly with the student. Payment will be expected the next day.

Delinquent debt is defined as overdue unpaid meal charges that are considered collectable, with efforts 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 NOT be carried over at the end of the school year.

The SFA will request the household's debt on the day of the last allowed charge. The debt will be expected to be paid the next business day. If the student's debt is not paid the grade card of said student will be held until the debt is paid. Debbie Reed at reedde@daytoncity.net may be contacted about the debt.

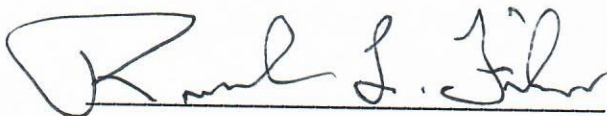
Bad debt is determined to be uncollectable, with that further collection efforts for delinquent debt deemed useless or too costly. Delinquent debt will be considered as bad debt after the end of the school year.

Bad debts (debts which have been determined to be uncollectable), including losses (whether actual or estimated) arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and unallowable (section 200.426 of subpart E).

Bad debt must be written off as an operating loss at the end of each year; the nonprofit school food service account (NSFSA) resources may not be used to cover the costs and related to the bad debt. These funds may come from the school district's general fund, school or community organizations or another non-federal source.

Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with record retention requirement in 7 CFR 210.9(b)(17) and CFR 210.15(b).

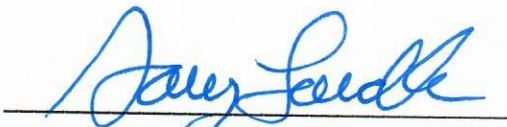
Families may find assistance with applying for free or reduced price school meals by contacting: Dayton City School 423-775-8414 reedde@daytoncity.net.



Superintendent

6-6-17

Date



Chairman of the Board

6-6-17

Date

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