

UNCOLLECTED MEAL CHARGE AND BAD CHECK POLICY (Child Nutrition Program)

Uncollected Meal Charges and Bad Check

An uncollected debt for a student meal, may not be absorbed as a cost of the Child Nutrition Program as it is an unallowable bad debt. Once \$10.00 has been charged and remains unpaid, students may not receive further regular meals without cash payment. However, no child in grades K-3 may be denied a lunch meal. Continued efforts shall be made by the principal of the school of the child who owes the debt to collect the same by all available, legal means. Should the debt remain uncollected and uncollectible, the school principal shall use other non-public local school funds to reimburse the CNP program the amount due on account of the charged and unpaid lunches.

Likewise, bad checks received as payment for a meal may not be written off from receipts from daily sales. Bad checks must be collected pursuant to Board Policy File: DNA. The receipt of the fees collected from returned checks shall be used to cover the costs of collection and deposited as revenue to the Child Nutrition Program general account.

Adults will not be allowed to charge meals or ala carte.

Provision for Minimal Meal

The Child Nutrition Program (CNP) Director, in conjunction with the school principal, are hereby authorized to permit a child to receive a minimal meal, such as peanut and jelly sandwich, fruit and milk once that child has incurred a debt for charged meals for the maximum of \$10.00. If the child may be eligible for a free or reduced cost lunch, the school principal shall process the proper application seeking that determination.

The following provisions shall apply to the School Lunch Program, generally:

1. Students may charge up to the maximum of \$10.00. Thereafter, the provisions in the first paragraph above under Uncollected Meal Charges and Bad Checks regarding future meals shall apply.
2. A La Carte items may not be purchased on credit by anyone.
3. A minimal meal shall consist of a peanut butter and jelly sandwich, fruit and a milk.

4. The school principal shall seek all legal means to collect unpaid charges for school lunches. For those charges which remain uncollected and uncollectible for a period days, the principal shall repay the CNP program the full amount of the charge debt out of the non-public local school funds.
5. Each school principal shall be responsible for using his/her best efforts by all reasonable and legal means to collect unpaid CNP funds and turn them over to the CNP Director as soon as possible.

Nothing contained herein shall be interpreted in a way to cause a conflict with the provisions of the Worthless Check Collection Policy – FILE:DNA. Each policy applies in its own sphere of operation.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Feb. 1, 2007; Aug 11, 2016
LEGAL: REF: Child Nutrition Program Memorandum, December 8, 2005