



School Food & Nutrition Services
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Dear Parents/Guardians:

All school districts participating in the National School Meals Program must have a written unpaid meal charge procedure. Enclosed is Mehlville's 2023-2024 Meal Charge Procedure.

Federal guidelines state the meal charge procedure must be communicated to all families with children in the school district. This procedure is posted on the District's website on School Food & Nutrition's page.

If you have any questions about the meal charge procedure, please contact the School Food & Nutrition office at 314-467-5250.

Sincerely,

Katie Gegg, RD, SNS
Director of School Food & Nutrition Services

Administrative Procedure EF-AP(1): FOOD SERVICE MANAGEMENT - (Meal Charges)

Status: ADOPTED

Original Adopted Date: 06/29/2017 | **Last Revised Date:** 09/19/2019

Purpose

The purpose of this procedure is to maintain consistent meal account procedures throughout the district. Unpaid charges place a financial strain on district finances. The food service department is responsible for maintaining food charge records and for notifying the district's accounting department of outstanding balances.

Notice

At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for homeless children and youths, and any other staff who regularly assist students in need.

A copy of this procedure will also be posted on the district's website.

Employees

Employees must have adequate funds in their meal accounts to purchase meals.

Communication

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low and/or become negative.

Notices will be sent via e-mail, School Messenger call system, phone calls from café managers, principals and/or the Director of School Food and Nutrition Services.

2. Work with parents/guardians to create a payment plan that allows for the payment of accumulated charges over time.

3. If financial hardship is suspected, families will be encouraged to apply for the free/reduced-price meals at any time during the school year.

Debt Collection

Bad Debt

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using nonfederal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs. Local funds include:

1. State revenue matching funds in excess of state revenue matching-fund requirements.

2. State and local funds provided to cover the cost of student meals.
3. Local contributions from organizations or individuals.
4. Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFSA.
5. Revenue from the sale of à la carte items and profits from foods not purchased with NSFSA funds and funded by an account separate from the NSFSA.
6. Revenues from catering or contracting services that operate from an account separate from the NSFSA.

Records

The district will maintain detailed records pertaining to delinquent and bad debt, including:

1. Evidence of efforts to collect unpaid meal charges.
2. Evidence that collection efforts fell within the time frame and methods established by this procedure.
3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from nonfederal sources.

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at

https://www.ascr.usda.gov/complaint_filing_cust.html(<https://simbli.eboardsolutions.com/SU/nplusuCJcJZ41hplusN9lPgplusuyIA==>)

and at any USDA office, or write a letter addressed to the USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to the USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410;

2. Fax: 202-690-7442; or

3. E-mail: program.intake@usda.gov(<https://simbli.eboardsolutions.com/SU/S5cVNJ7aVrP78plusu4xgpxVg==>) .

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area
