

Collierville Schools Meal Charge Procedure

General

Collierville Schools provides the opportunity for parents to apply for meal benefits through the National School Lunch Program. Lunch applications are made available at the beginning of school year. Collierville Schools also provides online services for meal applications and checking balances on lunch accounts. Should children not qualify for meal benefits Collierville schools provides an online payment system, and we also accept checks and cash during meal service. Even with these services made available there may be situations when a student does not have funds to cover the meal cost. If that should occur students will be allowed to charge a breakfast and/or lunch. They will receive a full meal and their account will be charged. When payments are made to the student's account, all meal charges are paid first and any additional funds will be available for purchases.

Checks should be written to Collierville Schools Nutrition Department and include a telephone number.

Online payments can be made at www.mypaymentsplus.com.

Charge limits

Students in all grades are allowed to charge up to \$15.00. Once the allowable charge limit has been reached, an *alternate meal* will be given to the student. No ala carte items will be charged.

Charges may be discontinued at a designated date in May to allow for the collection of the unpaid debts. This date will be announced on Collierville's website at www.colliervilleschools.org.

Alternate meals

Alternate meals will be provided after the child's negative balance reaches the allowable charges. Alternate meals will be provided for breakfast and/or lunch.

The alternate meal will include the following:

Breakfast: Entree item and beverage

Lunch: Entree item and a beverage

Household Notification

Low balance notification letters will be sent weekly at the elementary level. Low balance notification can be set within the online payment system also. Elementary and middle students will be handed a low funds document at time of sale. High school students will be notified verbally at point of sale.

Negative balance notification: Letters will be sent home weekly with elementary and middle students. High school students will receive verbal notification and a call to the parents. Parents can also check balances through our online payment system.

Delinquent Debt

Delinquent debt is defined as overdue unpaid meal charges that are considered collectable, with efforts being made to collect them. The debt may remain on the accounting documents until it is either collected or determined to be uncollectable. The household's debt will be considered delinquent the last day of class for the school year.

Bad Debt

Bad debt is determined to be uncollectable, and further collection efforts for delinquent debt deemed useless or too costly. Delinquent debt will be considered as bad debt after June 15.

- 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 related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable.
- Bad debt must be written off as an operating loss by June 30. The nonprofit school food service account (NSFSA) resources may not be used to cover the costs related to the bad debt. These funds may come from the school district's general fund, school or community organizations, or any other non-federal sources).
- Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with record retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).

Additional Resources

Families may find assistance with applying for free or reduced price schools meals by contacting Marsha Landstreet at 901.286.6371 or by email at mlandstreet@collierville.k12.tn.us

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

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of 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 USDA by:

- 1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*
- 2) fax: (202) 690-7442; or*
- 3) email: program.intake@usda.gov*

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