

Cleveland City Schools Meal Charge Administrative Procedure

Effective Date: July 1, 2018

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 via the School Nutrition Department web page <http://www.clevelandschools.org/domain/276> and a written copy of the district-wide charge administrative procedure will be included in student handbooks or packets that are given to each student at the start of each school year. Families of transfer students, at any time during the school year, will receive a written copy of the district-wide charge administrative procedure with their entry materials.

Local Charge Administrative Procedure Considerations

General

Cleveland City School students are not allowed to charge meals in the cafeteria except in emergencies. In this case, only the school principal or his/her designee may issue a charge slip. A maximum of three (3) cumulative charges will be allowed per person. A record of the charge(s) will be kept on file in the school. No additional charges will be permitted without the authorization of the school principal.

Students who are unable to pay for their meals at the time of the meal service are allowed to charge:

- Breakfast
- Lunch

Students charging breakfast and/or lunch up to the charge limit will receive reimbursable meals.

NOTE: Smart Snack / A La Carte Items MAY NOT be charged. In addition, Smart Snack / A La Carte items MAY NOT be purchased with cash if the student has a negative account balance.

Charge limits

The number of charges allowed for **Kindergarten through 12th grade** is the dollar equivalent of three (3) lunches. This amount is up to \$7.50 on the elementary/middle level and \$8.25 on the high school level regardless of whether breakfast or lunch. Once the student reaches the allowable three (3) lunch meal charges, an alternate meal will be given to students in grades K-8.

Adults are not allowed to charge meals.

Alternate meals

Alternate meals will be provided immediately to students in grades K-8 once the account balance dips to -\$7.50 on the elementary/middle level. Alternate meals will be provided for five (5) school operating days. NOTE: Alternate meals WILL NOT be provided on the high school level.

The K-8 alternate meal will include the following:

Breakfast: Graham Crackers & 4 oz. 100% fruit juice

Lunch: Cheese Sandwich & 8 oz. White Milk

Students will be required to pay for alternate meals at the rates listed below:

Breakfast: \$.75

Lunch: \$1.00

Household Notification Low balance notification: Households will be notified weekly of low balances (below \$5.00) via email to the parents and via the www.SchoolCafe.com website and mobile app.

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 debt may be carried over at the end of the school year (beyond June 30).

Uncollected charges from the previous fiscal year shall be considered delinquent debt. Households will be billed for delinquent debt, by the School Nutrition Department at the beginning of the academic year. The Cafeteria Manager, located at each local school, will make every effort to collect student charges. Families that fail to repay a debt will be reported to the student(s) Principal and to the Director of Business Operations. Upon recommendation of the Director of Schools, the board may classify delinquent debt as bad debt, which shall be considered uncollectable and categorized as an operating loss. However, School Nutrition funds cannot be used to cover delinquent or bad debt (uncollected charges).

Repayment plans

Each household may request a repayment plan that will include payment levels and due dates appropriate to a household's particular circumstances. Please contact Jancie Pruitt, School Nutrition Program Bookkeeper at (423) 472-9574 or www.jp Pruitt@clevelandschools.org for establishing a repayment plan.

Bad Debt

Upon recommendation of the Director, the board may classify delinquent debt as bad debt, which shall be considered uncollectable and categorized as an operating loss.

- 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 (section 200.426 of subpart E).
- Bad debt, after the first 30 operating days, shall be written off as an operating loss. The nonprofit school food service account (NSFSA) resources may not be used to cover either the debt and/or the costs related to the bad debt. Local school Principals will be invoiced by the Department of School Nutrition. Principals will advise the Director of Business Operations how the bad debt will be repaid.
- 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 school meals by contacting Cleveland City Schools School Nutrition Program Office, (423) 472-9574 or contact Marci Brokish at www.mbrokish@clevelandschools.org.

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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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