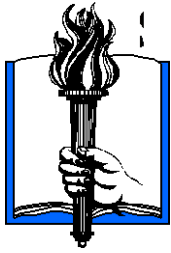


**MURFREESBORO CITY SCHOOLS**  
**ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>  <b>Meal Charge Administrative Procedure</b>	<b>Descriptor No:</b> <b>AD STU32</b>	<b>Effective Date:</b>  <b>7/18</b>
	<b>Reviewed/Revised:</b>  <b>03/19; 7/22</b>	

1 As provided in SP 46-2016, all school food authorities (SFAs) operating the federal school  
2 meal programs (National School Lunch Program and/or School Breakfast Program) must have a  
3 written and clearly communicated meal charge administrative procedure in place no later than  
4 July 1, 2017. All SFAs must have an administrative procedure in place for children participating  
5 at the reduced price or paid meal rate who either do not have money in their account or in hand  
6 to cover the cost of the meal at the time of service. SFAs are required to communicate this  
7 administrative procedure to families and school and/or district-level staff members as  
8 appropriate. SFAs should ensure the administrative procedure is communicated on an annual  
9 basis.

10 Families will have access to the meal charge administrative procedure via the Murfreesboro City  
11 School Nutrition webpage <http://www.cityschools.net>.

**Local Charge Administrative Procedure Considerations**

**General**

15 Students who are unable to pay for their meals at the time of the meal service are allowed to  
16 charge breakfast and lunch.

17 Students charging breakfast and/or lunch will receive a complete reimbursable meal.

18 Murfreesboro City Schools does not provide alternative meals.

19  
20 MCS does not allow employees to charge meals or ala carte items.

**Charge Limits**

23 There are no reimbursable meal charge limits for students in Murfreesboro City Schools.

**Household Notification**

24 Managers will place charge notices in teacher boxes daily. Daily email reminders will be sent from  
25 the District Nutrition department. The school office may also choose to contact the parent or  
guardian.

27 **Repayment Plans**

28 Each household may request a repayment plan that will include payment levels and due dates  
29 appropriate to a household's particular circumstances. Please contact the School Nutrition  
30 department at 615-893-2313 to establish a repayment plan.

31

32 **Withdrawn Students**

33 A refund for any money left in the student's account must be requested no later than 10 days  
35 after the last day of attendance for the student.

36 You may request a refund via SchoolCafe or complete the attached form and return to:

37

38 Murfreesboro City Schools

39 Attn: School Nutrition

40 2552 S. Church St.

41 Murfreesboro, TN 37127

43

44 Or via email to: [jaclyn.saunders@cityschools.net](mailto:jaclyn.saunders@cityschools.net)

45

46 Please make sure to include the correct address for the check to be mailed to. This form is to  
47 also be used if there is a sibling to whom the money should be transferred.

48

49 Any money left in a student's account after 10 days of withdrawal date will be transferred to an  
50 "extra money" account and be deemed as a donation in our computer system to be used for  
51 accounts in need. If the student's account held more than \$50.00 and a refund is not requested  
52 within the agreed upon timeframe, every effort will be made to contact a parent or guardian.

53

54 If the student will return to MCS the next school year the funds may be left in their cafeteria  
55 account for future use.

56

57 **Bad Debt**

58 Unpaid meal charges are considered "delinquent debt". When collection efforts for delinquent debt  
59 is determined to be deemed useless or too costly, it will be considered as bad debt.

60 • Bad debts (debts which have been determined to be uncollectable), including losses  
61 (whether actual or estimated) arising from uncollectable accounts and other claims, are  
62 unallowable. Related collection costs, and related legal costs, arising from such debts  
63 after they have been determined to be uncollectable are unallowable (section 200.426 of  
64 subpart E).

65 • Bad debt must be written off as an operating loss by June 30<sup>th</sup>, the nonprofit school food  
66 service account (NSFSA) resources may not be used to cover the costs related to the bad  
67 debt.

68 • By June 30<sup>th</sup>, the school's general fund or PTA/PTO funds will be responsible for  
69 paying all outstanding bad debt owed to School Nutrition.

70 • Once delinquent meal charges are converted to bad debt, records relating to those charges  
71 must be maintained in accordance with record retention requirements in 7 CFR  
72 210.9(b)(17) and 7 CFR 210.15(b).

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**Additional Resources**

Families may find assistance with applying for free or reduced lunch by contacting Jaclyn Saunders at [jaclyn.saunders@cityschools.net](mailto:jaclyn.saunders@cityschools.net) 615-893-2313 ext. 10043

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**mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**fax:**  
(833) 256-1665 or (202) 690-7442; or

**email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

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