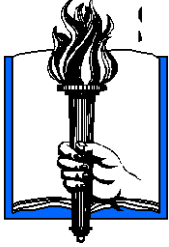


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: Meal Charge Administrative Procedure	Descriptor No: AD STU32	Effective Date: 7/18
Reviewed/Revised: 03/19		

1 SAs 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 school-café.com or a
11 paper application that can be obtained at Murfreesboro City schools, 2552 South Church Street.
12

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 reimbursable meals. Murfreesboro City
18 Schools does not provide alternative meals.
19

Charge Limits

21 There are no charge limits for students in Murfreesboro City Schools.
22

Negative Balance Notification

24 Managers will send out charge letters daily. There will also be an email reminder sent weekly.
25 The school office may also choose to contact the parent or guardian.
26

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 food service
30 manager for establishing a repayment plan.

31

32 **Withdrawn Students**

33

34 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 school for the student.

36

37 The [Food Service Account Refund Form](#) must be filled out and returned to:

38

39 Murfreesboro City Schools

40 Attn: School Nutrition

41 2552 S. Church St.

42 Murfreesboro, TN 37127

43

44 Or via email to: sandy.scheele@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 Bad debt is determined to be uncollectable, with further collection efforts for delinquent debt
59 deemed useless or too costly. Delinquent debt will be considered as bad debt after June 30th.

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 30th; the nonprofit school food
66 service account (NSFSA) resources may not be used to cover the costs related to the bad
67 debt.

68 • After June 30th, 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 Sandy Scheele at sandy.scheele@cityschools.net 615-893-2313 ext. 22014

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- 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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