



Book	Hampton City Schools Policy Manual
Section	J - Students
Title	UNPAID MEAL CHARGES
Code	JHCH
Status	Active
Legal	2 CFR Part 200 Section 143 of the Healthy, Hunger-Free Kids Act of 2010; U.S. Department of Agriculture, SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies, July 8, 2016; Local Meal Charge Policies, July 8, 2016; U.S. Department of Agriculture, SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments, July 8, 2016; Code of Virginia, as amended, § 22.1-78 Code of Virginia, as amended, § 22.1-79.7 Superintendent's Memo 090-17 dated March 10, 2017
Cross References	EFB - FREE AND REDUCED PRICE FOOD SERVICES JFCF - WELLNESS POLICY ON NUTRITION AND PHYSICAL ACTIVITY
Adopted	June 21, 2017
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The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of the School Nutrition Program (SNP).

The intent of this policy is to establish a process and procedure to handle situations when children eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent student account debt.

Definitions:

Reimbursable meal – A reimbursable meal consists of a minimum of three of the five food components of which one of the food components must be a vegetable or a fruit. The five food components are meat/meat alternative, vegetable, fruit, grains, and milk.
Non-reimbursable meal - A non-reimbursable meal consists of less than three food components or three food components of which none are either a fruit or a vegetable.

Hampton City School Requirements:

1. Students who qualify for free meals will not be denied a reimbursable meal even if they have accrued a negative balance on their student meal account.
2. Students who have money to pay for a reduced-price or full-price meal at the time of service will be provided a reimbursable meal. If the student intended to use the money for that day's meal, Hampton City Schools will not use the money to repay a negative balance or other unpaid meal charge debt.

3. Any student who cannot pay for a meal at school or who owes a school meal debt is not required to do chores or other work to pay for such meal or wear a wristband or hand stamp.

4. Elementary and Middle Schools

- a. Elementary and Middle Schools students who do not have money on their account or in hand to cover the cost of a meal at the time of service may be permitted to charge a reimbursable meal for breakfast and/or lunch.
- b. Elementary and Middle School students will be allowed to charge 10 days of meals.
- c. Reasonable efforts are used to avoid calling attention to a student's inability to pay.

5. High Schools

- a. Students who do not have money on their account or in hand to cover the cost of a meal at the time of service may be permitted to charge ONE meal for breakfast and ONE meal for lunch.
- b. Reasonable efforts are used to avoid calling attention to a student's inability to pay.

6. Students who charge a meal will receive a reimbursable meal.

Communicating the Unpaid Meal Charges Policy

1. This policy will be communicated to the household by posting the policy on Hampton City Schools' website, mailed to all households before school starts and to all transfer students during the school year.
2. This policy will also be communicated to all division staff prior to the first day of school.
3. Food and Nutrition Services (FNS) staff will receive training on the implementation of this policy and a record of training will be maintained as part of the professional development portfolio.
4. Documentation of the communication and training plan will be maintained for the Federal Program Administrative Review.

Notifying the Household of Low or Negative Balance in Student Meal Account

1. Weekly, FNS will send phone messages to all households with low balances and negatives balances.
2. Notification to households with negative balances
 - a. Notification letters to households with negative balances will be sent by the Cafeteria Manager and FNS. Reasonable contact will be made monthly to collect debt from households. If a household fails to pay unpaid meal charges in the defined period (e.g., before the end of the calendar year or before the end of the school year based on the date the unpaid meal charges were incurred) or within the agreed upon period, FNS will turn over the unpaid meal charges to the Hampton City Treasurer's Office for collection.
 - b. Notification letters will include the amount of the unpaid meal charge, expected payment dates, consequences of non-payment, and the methods by which payment can be made.
 - c. Documentation of notification to households will be maintained on file with FNS.

Collection Procedures for Delinquent Debt and Conversion to Bad Debt

When reasonable contact has been made and a household has not contacted FNS for payment arrangements, the unpaid meal charges will be considered delinquent debt. FNS will use the Hampton City Treasurer's Office for recovering delinquent debt. When delinquent debt is deemed uncollectible, it will be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Bad debt is not allowed in the School Nutrition Program and cannot be carried over to the next school year. Funds resulting from bad debt cannot be recovered using SNP funds and must be offset by non-federal sources.

At the end of the school year, the FNS Director and the Chief Financial Officer will evaluate all delinquent debt for conversion to bad debt. Bad debt will be restored to the SNP from the general fund prior to the end of the same fiscal year.

Assistance to Households

Households with questions or needing assistance with payment arrangements may contact FNS (757-727-2350, 1589 Wingfield Drive, Hampton, VA 23666).

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6/21/2017

Revised:
6/5/19

CROSS REFS:
[EFB](#) - FREE AND REDUCED PRICE FOOD SERVICES
[JFCF](#) - WELLNESS POLICY ON NUTRITION AND PHYSICAL ACTIVITY

Hampton City Schools, Hampton, Virginia