

Unpaid Meal Charge Policy

Purpose

The purpose of this policy is to establish consistent practices for the provision of meals to students who have unpaid meal debt.

General Statement of Policy

Upper Mississippi Academy's goal is to provide nutritious meals to students to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Breakfast and Lunch program and eliminate stigmatization of children who are unable to pay meal charges.

It is the policy of Upper Mississippi Academy to offer breakfast and/or lunch meals that meet state and federal guidelines.

UMA contracts with Done Right Food Service to provide lunches on all days that students are in attendance. Some students may qualify for free or reduced price meals. If a student uses the lunch program, the student will select from the monthly food calendar provided online and pay for lunch at least two weeks in advance. Students who qualify for free lunch are still required to pre-order their meals from the monthly calendar at least two weeks prior to the meal ordered. Students may choose not to use the lunch program and may bring a lunch from home.

Households may apply for free/reduced-price meals anytime during the school year. Prior to the school year, applications are available through school orientations. In addition, applications are available at the school office. For assistance with applications families should call the Kate Needleman at 651-528-8091.

Charge

If the student or family has not submitted payment for the meals selected for a given month, the student will still be provided a meal regardless of receipt of payment. If there are additional meals available any student can request a meal. The point of service monitor will check their name for receiving a meal and take "cash in hand" or bill family later.

Notification of Account Status

- A. Families can contact the office for account balances.
- B. The family will be sent emails monthly for current amount due.
- C. Checks and cash are accepted in our school office at any time on any school day.

Delinquent to Bad Debt Collection

1. When payment is overdue, but still collectable and efforts are being made to collect it; the debt is classified as delinquent and will remain on accounting documents until collected or re-classified as bad debt.

2. At the end of each fiscal year, debt greater than (-\$25.00) becomes uncollectible and is classified as bad debt and must be written off as an operating loss.
 - a. Families of active students with a negative balance less than (-\$25.00) will carry into the next school year.
 - b. Families actively attempting to pay off balances through payment plans may carry into the next school year.
3. Regulations defined under 2 CFR 200.426 require that bad debts, including losses arising from uncollectible accounts and other claims are unallowable expenses to the nonprofit school food service account (NSFSA). Therefore, repayment of bad debt must be restored using non-Federal Funds.
4. Records must be kept to document appropriate handling of bad debt including:
 - a. Evidence of efforts to collect unpaid meal charges in accordance with this meal charge policy.
 - b. Evidence the collection efforts fell within the timeframe and methods established by this meal charge policy.

Source: Independent School District 4210-07

Approved: 08/15/2017

Reviewed: (Date)