

## **SCHOOL MEAL ACCOUNT CHARGES AND COLLECTIONS POLICY 763**

In accordance with requirements established by federal and state oversight agencies, the Board of Education will adopt, and approve any proposed revisions to, a written rule on the subject of meal charges and the collection of funds within the District's food service program. The Superintendent, Supervisor of Food Services, and the Building Principal shall have primary administrative responsibility for overseeing the consistent implementation of the rule that accompanies this policy, including all the following:

1. Ensuring that the rule is clearly communicated to school families and to District employees who have responsibility for the application and enforcement of the rule.
2. Monitoring the nutritional, fiscal, and operational impacts of the District's approach to meal charges and collections, and, at their own initiative or upon the request of the Board, providing the Board with reports and recommendations for changes and improvements.
3. Coordinating the implementation and enforcement of the rule with the management and staff at any contracted food service company that the District may work with.

In addition to the rule accompanying this policy addressing student meal charges and account collections, it is the policy of the District that non-student adults who are permitted to purchase meal or other items through the food service program are not permitted to charge items that would result in a negative balance.

### **Reclassification of delinquent debt as bad debt within the Nonprofit School Food Service Account (NSFSA).**

In consultation with the District's financial auditors as needed, the Superintendent and/or District Accountant shall develop procedures and criteria for the reclassification of long-term delinquent debt within student food service accounts as uncollectible bad debt. The reclassification of a delinquent debt to a bad debt as an accounting of allowed costs with the District's NSFSA does not prevent the District from (a) continuing to track the unpaid debt, (b) accepting payment for the debt, (c) refusing to extend further credit or offer other payment plans to the debtor household, or (d) applying other District policies and rules related to unpaid charges and fees.

### **USDA Nondiscrimination Statement Update**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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](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 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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

#### Legal

Sections 115.34 Wisconsin Statutes

115.341

115.343

115.347

42 U.S.C. §1758(b)(2)(A)

42 U.S.C. §1758(b)(6)

7 C.F.R. §210.12

7 C.F.R. §245.5

7 C.F.R. §245.6

2 C.F.R. §200, Subpart E

2 C.F.R. §200.426