

Claiborne County Board of Education  
School Nutrition Program

**Charge Policy**  
**Board Approval August 14, 2008**

**Student Meals**

Parents will be informed they should pay their students' lunches/breakfasts ahead or send money to pay at time of service. However, in emergency situations, students will be allowed to charge one lunch and/or breakfast daily up to a limit of \$10.00. Each school principal will establish a fund from which money will be borrowed to pay for meals when students exceed the \$10.00. The principal will be responsible for collecting repayment of money borrowed from this fund.

The following actions will be taken and documented in an effort to avoid having to access this fund:

Pre-K through 4 – When a student charges the second time, the school cafeteria manager will attempt to contact the parent by phone, letter, or personal contact. Parents will be informed to send lunch money and will be sent a Free and Reduced Application with strong encouragement to complete it. The cafeteria manager will request assistance from the school principal when \$5.00 in charges is reached. A transaction summary will be provided to parents upon request. Report cards will be withheld for unpaid charges. The principal is the legal officer in collecting charges. The school cafeteria manager will submit a charge report to the principal each six weeks for use in collecting charges and any other time at his/her request.

5<sup>th</sup> through 12<sup>th</sup> – Same procedure as above plus with each charge the student will be reminded by the cashier that they are out of lunch money and their parents need to send money the next day.

9<sup>th</sup> through 12<sup>th</sup> – Students will be informed by the school principal that once they reach the \$10.00 limit, the student will not be allowed to charge until their bill is paid.

Parents who continually fail to meet their responsibility of providing for their child's meals at school will be reported to the Director of Schools office for follow-up and possible referral to appropriate social agencies and/or court system.

Charged meals must be collected or reimbursed to the School Nutrition Program Fund as state regulation describes: There must be a reconciliation of the charges. What is owed must be paid from funds other than those of the School Nutrition Program. Any losses arising from uncollectible accounts and other claim and related costs are unallowable for the school nutrition program and will be the responsibility of the Board of Education. Each school will submit to the school board a list of unpaid charges by June 5 of the school year for action by the board.

A la carte items or extra meals may not be charged.

**Adult Meals**

All school personnel (teachers, teacher's aides, administrative staff, clerical staff, cafeteria workers, etc.) must have an active account to purchase meals or a la carte items. Individuals must enter their account I.D. number or swipe their account I.D. card when they make a purchase by cash or debit from their account.

Federal guidelines permit adults who are directly involved in the operation and administration of the School Nutrition Program and paid from School Nutrition Funds to be furnished meals at no charge. Also, an adult may eat free if written approval from the State SNP Director has been received. Meals served to these adults may not be claimed for reimbursement or counted toward the donated foods entitlement.

The cost of meals served to adults not directly involved in the operation and administration of the School Nutrition Program may not be financed by Federal Reimbursements for children's meals. The charge to adults should be at least the price charged to students paying full price, plus the amount of Federal reimbursement received by the SFA for a paid meal, and the per meal value of USDA donated commodities.

All adults other than those above mentioned adults approved for free meals are required to pay at the set rate for adult meals. Adults must pay in advance or at time of service for meals and a la carte items as adult charges are prohibited in Section 4, Title 10 of the Tennessee Internal School Uniform Accounting Policy Manual.