

Hancock County School District Charge Policy/Collection Procedures

Regulatory Authority

United States Department of Agriculture (USDA) policy memorandum SP -46-2016 requires all school Food Authorities (SFA) operation federal school meal programs to have a written meal charge policy by July 1, 2017.

A. Purpose:

The purpose of these procedures is to establish a consistent meal policy for Hancock County School District that allows children to receive the nutrition they need to stay focused during the school day, minimize identification of children with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit Child Nutrition Account.

B. Scope of Responsibility:

1. The Child Nutrition Department is responsible for maintaining the myschoolbucks.com website which serves as the Parent's resource for student account information, working with the parent to offer an alternative resource if internet access is not available, and will maintain charge records and notify student/parents/guardians of outstanding balances.
2. The Parent/Guardian is responsible for creating a user account with myschoolbucks.com which is a resource to monitor and manage their child/children's meal account and to keep adequate funds in the account through cash or check payment directly to the cafeteria or through the on-line payments at www.myschoolbucks.com.
3. Hancock County School District is responsible for supporting the Child Nutrition Department in collection activities and household notifications.

C. Administration:

1. Adult purchases must be prepaid or cash in hand at the time of purchase.
2. If the student's account has an excessive negative balance and the student continues to come to school without a meal or money, after all other collection measures have been exhausted, the student may be sent to the office to call the parent/guardian.
3. For the student to purchase extra food/snacks/beverages, in the cafeteria, the account must be positive and is a cash in hand only purchase.
4. All debts must be paid by the end of the year, whether the student's benefit status is paid, reduced or free.
5. Student meal accounts must be paid in full for exemption of 9 weeks exams and to participate in graduation ceremony.
6. Any student withdrawing from school will be required to pay any debt owed. Refunds will also be made for any money remaining in the students account.
7. With parent approval, money can be transferred from one child's account to another within the district.

D. Collection:

Measures that may be taken to collect student account balances including but not limited to:

1. Notifying the parent/guardian via email, phone, and letters.
2. Forward delinquent accounts to collection agency. All fees to collect will be added to the collection amount.
3. Report the parents/guardian to the Department of Human Services in the event of suspected neglect as mandated by law MS Code section 97-5-39.

Bad debts are non-allowable to expenditures of federal funds, therefore losses from delinquent meal charges cannot be made annually to record reimbursement from the general school fund to the Child Nutrition fund for any losses due to delinquent meal charges. (FNS Instruction 796-2 Rev. 3)