



STUDENT AND ADULT MEAL CHARGE PROCEDURE (CHN-P005)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of handling student meal charges with zero or negative balances.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Child Nutrition Director

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer

4.0 DEFINITIONS:

- 4.1 None.

5.0 PROCEDURE:

- 5.1 All elementary schools will allow student charges, not to exceed the full-pay student price of three breakfasts and three lunches. These may be any combination of breakfast and lunch meal charges. Middle and high schools will allow student charges, not to exceed the full-pay student price of three lunches. No grade levels will allow charging of a la carte items.
 - 5.1.1. Parents/Guardians are responsible for any and all charges applied to their student's account.
- 5.2 The cashier informs a student when a zero balance or low balance is reached and reminds him/her they will need to bring meal money the following school day.
- 5.3 A notification is sent daily through the district's automated system when a student's balance becomes negative, until all charges are paid beyond the negative threshold. A second notification is sent daily through the automated system for those students who have balances that have exceeded the charge limit. Negative balances remaining on a student's account will initiate a notification through the automated system on a daily basis, unless the account balance has been paid in full. Any students unable to receive notification through the automated system will receive a letter from the school reminding them of their negative balance and a second letter if their balance has exceeded the charge limit.
 - 5.3.1 Letters are prepared by the cafeteria manager, folded in a way to protect the student's privacy, labeled by homeroom, and delivered to the front office.
 - 5.3.2 Principal decides how the front office confidentially distributes the letters. Cafeteria managers will not be required to deliver the letters to each room.
- 5.4 The cafeteria manager will send to the school's front office a daily electronic charge list of the students who have exceeded the charge limit.



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- 5.4.1 Students who have account balances that exceed the charge limit and come through the serving line, to include holiday meals, will be allowed to charge. No trays will be taken away.
- 5.4.2 Schools are responsible for twenty-five percent of any outstanding debts remaining at the end of the school year. The district will be responsible for the remaining seventy-five percent. Federal guidelines prohibit the Child Nutrition Department from writing off bad debts as a result of charged meals in accordance with policy [CHN-A001](#). The district reimburses the Child Nutrition Department for any bad debts as a result of charged meals at year end.
- 5.4.3 The school office follows CMCSS policy [BUS-A003](#) regarding all debt collection. All debt, including cafeteria charges, owed to the district beyond the threshold stated in BUS-A003 must be paid in full prior to each reporting period. Prior to the end of the nine-week report card period, the principal will ensure a call is made by the school's front office, as a reminder.
- a. Families may find assistance with applying for free or reduced price school meals by visiting <https://mealapp.cmcoss.net/>, calling the Free and Reduced Coordinator, or visiting CMCSS Central Services Gracey.
- 5.4.4 Adult charging of meals for school system employees may only be allowed with the approval of the principal. No other adult charging will be allowed. Adult charges will be included in the daily electronic charge list provided to the front office by the cafeteria. The principal decides how this information is confidentially distributed to the employees listed. Unpaid employee charges remaining toward the end of the school year will be forwarded to payroll to be withheld from the employee's paycheck.
- a. All adults will receive notification from the district's automated system for any negative balance on their account, until the account is paid in full.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Child Nutrition Administrative Policy ([CHN-A001](#))
- 6.2 Student Fees, Fines, and Charges Policy ([BUS-A003](#))
- 6.3 Free and Reduced Meals ([CHN-P001](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Charge List	Computer/hard copy printed once a month	Perpetual/updated daily during school year	Deleted from computer, hard	Hard Drive



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copy discarded
as desired

8.0 REVISION HISTORY:

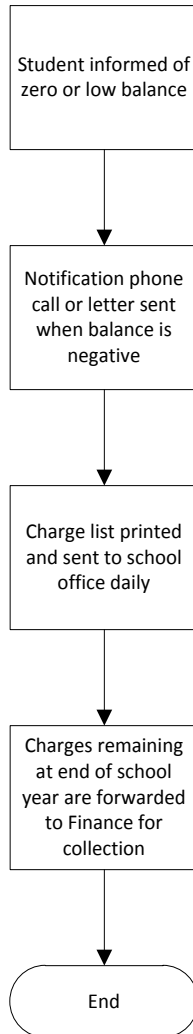
<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/05/04		Initial Release
8/24/04	A	Remove dollar amount in 5.2 and 5.3 and add “totaling 3 breakfasts and 3 lunches”, add “for charging” in 6.1
5/02/05	B	Add 6.3
8/16/12	C	Add SchoolMessenger as notification phone call, update associated documents with new guides, update flowchart
11/26/13	D	Remove TN State Department Guideline from Associate Documents
11/21/14	E	Changed title of procedure; removed guidelines (obsolete); significant changes throughout
1/29/16	F	Updated 5.4.5.
7/24/17	G	Updated 5.1, 5.3, and 5.4.5. Added part a to 5.4.6. Updated associated documents.
12/13/17	H	Added 5.1.1. Significant changes to 5.3 and 5.4. Removed 5.4.1(a) – 5.4.1(c). Removed 5.4.2, 5.4.3, and 5.4.4. Renumbered and: added “calling the Free and Reduced Coordinator or visiting CMCSS Central Services Gracey” to 5.4.3(a). Updated hyperlinks.
6/5/18	I	5.4.2 – updated to reflect change in district being responsible for seventy-five percent of debt.
10/26/18	J	Removed all references to three dollar limit throughout procedure. 5.4.3: added reference to BUS-A003.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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***** End of Procedure *****