



# Fayette County Public Schools

“Where Excellence Counts”

## School Nutrition Program

---

### Meal Charge Procedure – Effective, January 2014

Fayette County Public Schools participate in the National School Lunch and Breakfast Program which permits the school system to offer free and reduced priced meals to students who qualify. The School Nutrition Program (SNP) is a self-sustaining enterprise through the local board of education. Therefore, the program must rely on meal payments and federal/state reimbursements to fund the program.

#### **Purpose of this Criteria/Procedure:**

State Rule 160-5-6-.01 STATEWIDE SCHOOL NUTRITION PROGRAM requires the School Food Authority (SFA) to make school meals available to every student in attendance between the hours of 10 a.m. and 2 p.m. Federal regulations prevent the denial of a meal to a student eligible for free meals, except under certain circumstances, such as when the parent has refused the program benefit. Neither state rules nor federal regulations require the service of meals to paid or reduced-price students without payment unless the SFA or school has been approved to be in the Special Assistance Certification and Reimbursement Alternative Provision.

#### **Public Notification of Charge Procedure:**

The charge procedure is available to all stakeholders through one or more of the following ways: student handbooks, schools web sites, Infinite Campus, meal price applications, the SNP website, and signage at the point of sale.

#### **Payment Responsibility for Free/Reduced Price Meal Applicants:**

It is the parent’s/guardian’s responsibility to provide the means for their student to be properly fed and ready to learn. In order to do this, parents have three options:

- Provide money for the student or students to purchase a school meal
- Complete the free/reduced application to determine eligibility of meal benefits
- Send a lunch from home

All students are eligible to apply for free or reduced meal benefits. Federal guidelines allow school systems a maximum of **ten (10) days** to approve a new free and reduced price meal application. No student is allowed a free and reduced price meal without a current approved application on file in the School Nutrition Department. Parents/guardians who apply for free and reduced price meal benefits are responsible for payment of all school meals and accumulated charges until approval is granted. Once approval is granted, parents will receive a notification letter of a student’s eligibility showing the effective date. If a notification letter is not received

within ten (10) days, parents should check with the School Nutrition Central Office to see if the free and reduced application has been received.

### **Prepayment Options:**

School breakfast and lunch accounts can be funded through multiple methods:

- Cash or check (\$300.00 maximum check limit) payments to the cafeteria  
Please note that the Fayette County Board of Education uses Envision Payment Solutions™ as our check guarantee program for returned checks.
- Myschoolbucks.com using a debit or credit card in any amount

All monies paid will be deposited into the student's account. Any/all monies given to the cafeteria will first be applied towards all outstanding charge balances. Students with meal charges will be denied other purchases, such as a la carte, extra milk and etc. Parents can view their student's meal account balance in Infinite Campus and myschoolbucks.com.

### **Meal Charge Procedure:**

Elementary Schools – maximum of **3 meal charges**

Middle and High Schools – **No charges**

Adult – **No charges**

Breakfast – **No charges**

A La Carte Items – **No charges**

Snack – **No charges**

\*Note: In an effort to collect outstanding charges, no charges will be allowed in the month of May for all grade levels.

### **Excessive Charges/ Alternate Meal:**

It is the desire of the SNP that all students receive a healthy meal. Parents and/or guardians are responsible to provide the means for their child (ren) to be properly fed and ready to learn. In the event any student has reached the maximum charge limit, (3 for Elementary and 0 for Middle / High) the student will be given an alternate meal. **The alternate meal will include a cheese sandwich and milk or a side salad and milk only. Students with dairy allergies will receive a side salad, fresh fruit choice and water.**

The alternate meal should be entered at the POS using the alternate meal key. The meal should also be tracked in the production record at the school by the manager. If a student has received the alternate meal 3 consecutive times, they must be referred to the school level administrator. At that time, the administrator will need to decide whether to contact the student's parents or the school's social worker.

### **Manager Responsibility:**

It is the goal of the SNP to communicate the charges with the Principal. As a result, at the end of each month, the manager will give the Principal a copy of the negative balance list. The Principal will sign the list and return to the manager, to verify receipt. The manager should turn in the

signed copy of the negative balance list with his/her end of the month reports to the SNP- Central Office.

Managers should print a list of students who have reached the maximum meal charge daily and identify the student to receive an alternate meal prior to getting a tray. Managers should issue the alternate meal in such a way as not to cause embarrassment to a child. They should also avoid taking food from a student and discarding it in their presence. Student's meal benefit status should remain confidential at all times. Managers should make every effort to identify these students and contact the parents prior to them reaching the point of sale. Managers are also responsible to ensure all school nutrition personnel including cashiers are trained to consistently enforce the school's charge policy.

**Principal Responsibility:**

Students whose parents/guardians do not pay their meal charges will be referred to the Principal for assistance in collecting payment. Principals will assist Managers and cashiers in collecting outstanding meal charges. Principals will work with withdrawing, transferring and/or graduating students to collect all negative balances prior to the students last day in school.

Principals have the discretion to reimburse school lunch charges. Principals also have the discretion to deny certain student privileges, i.e. parking passes for high school students or field trips.

**Parental Notification:**

The School Nutrition Department has partnered with Technology to send home automatic notifications to parents and guardians regarding charge balances using Infinite Campus. Notifications will be sent both via e-mail and phone calls to all messenger contacts in Infinite Campus. Notifications will be sent twice a week and include any student who has the following:

- Balance less than \$10 AND account used within last 7 days (Low Balance Reminder)
- Balance less than \$0 regardless of usage (Negative Balance Reminder)

**Deactivation of Parental Notification:**

The School Nutrition negative balance notifications go out as a General Notification. Parents may wish to vary the settings in the Portal to indicate which phone numbers should be contacted for a general call. This will prevent parents from receiving non-emergency calls at work. A link to how these settings work is available from the login page of the Parent Portal and [here](#) if parents want to change their settings. Parents should remember that removing general permissions will discontinue any general notifications sent by the district, including weather related notifications and school closure notifications. Parents may also select priority calls within the Parent Portal to go to a select contact number. Lunch is not considered priority; therefore, this will discontinue the negative/low balance meal calls.

**Check Guarantee Program:**

The Fayette County School District has implemented a check guarantee program service provider. Envision Payment Solutions™ has been selected to provide this service. Envision Payment Solutions™ will guarantee qualified checks up to \$300.00. Please be aware that if your check is returned, it may be re-presented electronically. Also, in presenting a check for payment, you authorize service charges and processing fees to be debited from the same account should the check be dishonored. These fees, as permitted by state law, may be debited as a paper draft or an electronic funds transfer, at our option. Each dishonored item is subject to the applicable state returned check fees. Specifically, per *Georgia Code Annotated § 13-6-15*, the service fee for returned checks is as follows:

- \$30 or 5% of the instrument, plus the amount of any fees charged to the holder of the instrument by a bank or financial institution as a result of the instrument not being honored.

(Note that the fee structure will change according to any amendments made to GA law during a school year.) If you wish to inquire about a returned check written to Fayette County School District, please contact Envision Payment Solutions™ directly at the information listed below.

Customers (check writers) with returned check inquiries should contact:

Envision Payment Solutions™

Tel 877- 290-5460, or 770-709-3100

Fax 770-709-3007

P.O. Box 157

Suwanee, GA 30024-0157

[customerservice@envisionpayments.com](mailto:customerservice@envisionpayments.com)

**Annual Reimbursement to School Nutrition Program:**

Student charges and alternative meals which are determined to be uncollectible should be recorded as a bad debt expense. "Bad debts" are not included as program expenditures in the School Nutrition Program. The Office of Management and Budget's Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments", Attachment B, Item 7, Bad Debt [http://www.whitehouse.gov/sites/default/files/omb/fedreg/2005/083105\\_a87.pdf](http://www.whitehouse.gov/sites/default/files/omb/fedreg/2005/083105_a87.pdf) covers these situations. This directive states that bad debts, including losses (whether actual or estimated) arising from uncollectable accounts and other claims, related collection costs, and related legal costs, are unallowable. As a result, the district's General Funds must re-pay the School Nutrition Programs for these debts. Reimbursements should be made within the same fiscal year.

In an effort to collect outstanding charges, no charges will be allowed in the month of May for all grade levels.

## **USDA Nondiscrimination Statement:**

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, audiotape, 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 of 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.

**Revised: April 25, 2017**