



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

STUDENT MEAL ACCOUNT DEBT | 5002.1

The Nutrition Department is dedicated to serving nutritious and healthy meals to the student body, in accordance with the District's Wellness Policy and USDA guidelines. Although USDA guidelines do not allow for meal charges or outstanding balances to student accounts, the Nutrition Department has implemented the following charge policy: 2 meal charges at the high school level, 3 meal charges at the middle school level, and unlimited charges at the elementary school level.

Due to an increasing number of uncollectable outstanding charges facing the Nutrition Department, the responsibility for collecting of said charges will become a shared responsibility between the Nutrition Department and each individual school. This memorandum outlines the process by which the Nutrition Department will be reimbursed for outstanding meal charges on student accounts.

1. The Nutrition Department will send a list of student meal account debts to each school in January and in June after the last pupil day. Additional lists will be furnished upon request.
2. The Nutrition Department will make every attempt during the school year to collect outstanding student debts. Schools are encouraged to assist the Nutrition Department throughout the school year with the collection of student debts.
3. After the last pupil day, each school will be invoiced for an aggregate total of the school's outstanding student balances.
4. The Nutrition Department will initiate an inter-governmental voucher for the transfer of each school's total student meal debt. The Business Office will complete the inter-governmental transferring of funds from the school's internal budget account to the Nutrition Department.
5. Once the funds have been transferred, the Nutrition Department will clear each student's account of debt prior to the beginning of the next school year.
6. Any debts collected after the transfer of funds should be paid directly to the school. Any debts collected by the Nutrition Department after the transfer of funds will be forwarded to the appropriate school.

Questions about the information contained in this administrative memorandum should be directed to the Manager of Food Services.