



**ELEMENTARY STUDENT
MEAL CHARGE PROCEDURE (CHN-P005)**
Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of handling elementary 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 Cashier informs student when a zero balance or low balance is reached.
- 5.2 Notification letter is sent when student's balance goes in the negative. Negative balances cannot exceed the cost for 3 breakfasts and 3 lunches.
 - 5.2.1 Letters are prepared by the cafeteria manager, folded in a way to protect the student's privacy and labeled by homeroom.
 - 5.2.2 Principal decides how letters are distributed.
- 5.3 Cafeteria manager prints a charge list daily and sends it to the school office to notify teachers of students with a negative balance totaling 3 breakfasts and 3 lunches or greater. These students need money to go through the serving line.
 - 5.3.1 Student is sent to the office for a snack until the charges are paid.
 - 5.3.2 Principals determine the snack and the funding for the snack. The cafeteria cannot provide the snack.
 - 5.3.3 If a child that exceeds the charge limit comes through the serving line, they are allowed to charge.
 - 5.3.4 The cashier documents the student that has exceeded the charge.
 - 5.3.5 The cafeteria manager notifies the teacher.
- 5.4 Charges remaining at the end of the school year are forwarded to the Finance Department at Central Office for collection.
 - 5.4.1 Schools failing to comply with set guidelines are responsible for the outstanding debts remaining at the end of the school year.
 - 5.4.2 Cafeterias send charge lists to the Child Nutrition Department at Central Office to insure guidelines are being followed.



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5.4.3 The school office withholds grades/report cards on any student with an outstanding debt.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Elementary Cafeteria Guidelines for Charging
- 6.2 Child Nutrition Administrative Policy ([CHN-A001](#))
- 6.3 TN State of Department of Education Guidelines Regarding Charges

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 copy discarded as desired	Hard Drive

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

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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

Elementary Student Meal Charges Flowchart

