

## Recommended Topics for Delinquent/Bad Debt Policies for SFAs

As provided in [SP 46-2016](#), no later than July 1, 2017, all SFAs operating the Federal school meal programs are required to have in place a written meal charge policy. Within that required policy, FNS recommends SFAs explain the collection methods the SFA will use and the conditions under which each will be initiated.

**Specific topics recommended by FNS include the following:**

1. How many days will a household's debt be delinquent before the SFA requests payment?

*Number of Days:* \_\_\_\_\_

2. What procedures are in place for determining if children with delinquent meal charges are eligible for free or reduced price meal benefits?

*Provide examples (i.e., encouraging the child's household to submit an application):*

\_\_\_\_\_

\_\_\_\_\_

3. How will households be notified of unpaid meal charges, expected payment dates, and collection efforts?

*Describe household notification strategies:*

\_\_\_\_\_

\_\_\_\_\_

4. How will repayment plans, with payment levels and due dates appropriate to a household's particular circumstances, be established?

*Describe establishment of repayment plans, including any key considerations (i.e., a job loss in the household):*

\_\_\_\_\_

\_\_\_\_\_

5. Will children with a small number of charges, in terms of dollars, be permitted to accumulate a larger debt before the SFA pursues recovery?

Yes

No

*If so, what is the threshold?*

\_\_\_\_\_

\_\_\_\_\_

6. What efforts will be made to collect household debt?

*Describe debt collection efforts:*

\_\_\_\_\_

\_\_\_\_\_

<p>7. Who will initiate household debt collection procedures?</p>	<p><i>Explain who is responsible for initiating collection procedures (e.g., food service manager, school principal, superintendent's office, etc.):</i></p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>8. Who will determine whether the achievement of program purposes would be jeopardized by the diversions of staff time and effort to collect payment?</p>	<p><i>Explain who is responsible for assessing debt collection efforts (e.g., food service manager, school principal, superintendent's office, etc.):</i></p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>9. Is there a cumulative dollar threshold beyond which the SFA will escalate the collection method?</p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 30%; vertical-align: top;"> <input type="checkbox"/> Yes   <input type="checkbox"/> No         </td> <td style="vertical-align: top;"> <p><i>If so, what is the threshold?</i></p> <p>_____</p> <p>_____</p> <p>_____</p> </td> </tr> </table>	<input type="checkbox"/> Yes  <input type="checkbox"/> No	<p><i>If so, what is the threshold?</i></p> <p>_____</p> <p>_____</p> <p>_____</p>
<input type="checkbox"/> Yes  <input type="checkbox"/> No	<p><i>If so, what is the threshold?</i></p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>10. How will funds be obtained to restore the unallowable bad debt to the NSFSA?</p>	<p><i>Explain from where funds to restore the NSFSA will be obtained:</i></p> <p>_____</p> <p>_____</p> <p>_____</p>		