

CHAPTER: SUPPORT SERVICES

TITLE: CHILD NUTRITION COLLECTION FOR OUTSTANDING MEAL ACCOUNTS

SECTION 1. OVERVIEW

Calhoun County Schools offer breakfast and lunch to all children daily. Adult employees are also offered the privilege of participating in this program. The Office of Child Nutrition provides a computerized billing system at all schools whereby the students and adults may charge meals daily at the school. Parents shall be provided with written notification of this policy on an annual basis.

Bills are calculated and mailed home monthly. Payment by cash or check is due upon receipt of the bill. This policy represents the guidelines for administering the collection of food service accounts.

Calhoun County Schools complies with all Federal and State Regulations while providing healthy meals to children. The Calhoun Food Service Program is operated in accordance with U.S. Department of Agriculture Department Policy, which prohibits discrimination on the bases or race, color, sex, age, handicap, religion, and national origin.

SECTION 2. BILLING PROCEDURES

Billing Procedure:

- 1) Bills will be calculated and given to students or mailed to parents by the 10th of each month.
- 2) Bills will be considered past due if not paid in full by the 20th of each month following the first billing. All payments should be mailed to the Calhoun County Board of Education, C/O City National Bank, PO Box 7214, Charleston, WV 25356.
- 3) A final demand letter will be sent to the parent when the bill is 30 days past due. The letter will request full payment within 15 days of receipt and be considered delinquent.
- 4) All delinquent accounts will automatically result in the loss of charging privileges for student and employees. Parents and Employees will be notified by mail that charging privileges have been suspended 10 days from the date of the letter. The letter will include a list of alternatives for lunch. Parents must send cash daily, pay bill in full or send a bag lunch. Sending a child to school without money or bag lunch may be interpreted as child neglect by the authorities.
- 5) When charging privileges have been suspended, the principal and/or assistant principal is responsible for stopping charge privileges for the child and school personnel. Further debt incurred by the child or school personnel will automatically become the responsibility of the School/Principal and this additional debt will not be a liability of the Calhoun Board of Education. The debt will be paid by the School/Principal by the end of the school year.
- 6) The collection of delinquent accounts will be pursued by the Principal/Assistant Principal or Director of Child Nutrition and Director of Finance through magistrate court or through a collection agency unless an alternative payment plan has been reached between the debtor and Director of Child Nutrition. All costs associated with the collection of an account will become the liability of the debtor.
- 7) Any unpaid balance created after May 5 will be carried over to the new school term and be considered delinquent if not paid in full by October 20th. However, parents will be notified and required to pay daily for their child's meals as they will no longer have the privileges to charge. Again sending a child to school without money or bag lunch may be interpreted as child neglect by the authorities.

SECTION 3. CRITERIA FOR WRITING OFF DEBTS DETERMINED UNCOLLECTIBLE

A debt is determined uncollectible when the Food Service Program cannot recover the debt through enforced collection and there are not realistic expectations for a future collection. A list of accounts deemed non-collectable must be approved by the superintendent before the accounts can be removed from the finance records. A diligent effort using the collection strategies described in the policy will be

undertaken when the Food Service Program determines that a debt is uncollectible, it will terminate active collection and write-off the debt when one or more of the following criteria apply:

- A. The debt cannot be substantiated
Food Service Program does not have or cannot produce the evidence or witness necessary to validate a claim and has not been able to obtain the voluntary repayment method.
- B. The cost of pursuing collection are unreasonable
The Food Service Program should always consider the costs associated with the collection strategy before deciding on further collection action.
- C. The debtor cannot be located
The Food Service Program is unable to locate the debtor after exercising all reasonable attempts to do so.
- D. The statute of limitations has expired
The chances of recovering the debt do not justify retaining the debt as a receivable because the statute of limitation has expired.

SECTION 4. BAD CHECK PROCEDURE

A check is returned to the school/Food Service Department for nonsufficient funds.

1. The individual will be notified by telephone and asked to make sufficient funds available to cover the check.
2. A certified notice will be mailed to the individual if the check is not picked up ten (10) days requesting full payment of check plus an appropriate bank service charge.
3. If no response is made within ten (10) days, the bad check will be sent to magistrate court for collection. All fees and penalties will be added to the account holder. All charging privileges for the student(s) will be stopped until the school meal account has been paid in full.

REFERENCE: SBP 4320 §126-85-88, §126-85-117

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