

Series 2000 - Finance and Facility Management

Section 2200 - Internal Operations

Policy 2208 – Child Nutrition Billing and Collection Policy

The purpose of this policy is to enable the Harrison County Board of Education to implement a centralized child nutrition billing and collection procedure. The following policy establishes guidelines for administering the billing and collection of food service accounts.

- 2208.1 All students and staff are eligible for centralized food service billing.
- 2208.2 Invoices will be calculated and mailed by the 8th of each month.
- 2208.3 Payment in full is due upon receipt. Payment must be made in full, by check or money order made payable to the Harrison County Board of Education. All checks submitted to the school must be properly endorsed and forwarded to the central office immediately for the appropriate credit to be issued.
- 2208.4 If cash is submitted, a pre-numbered receipt shall be issued to the individual remitting the cash.
- 2208.5 All bills shall be considered past due if not paid in full by the 25th of each month.
- 2208.6 The collection of delinquent accounts over 45 days may be pursued through a collection agency or Magistrate Court and will result in revoked charging privileges. All cost associated with the collection of an account will become the liability of the debtor.
- 2208.7 Any balances exceeding \$100.00 will result in revoked charging privileges. Denial of charging privileges is not synonymous with the denial of meals. Any child who presents cash for payment of meals, regardless of the status of his/her account, must be provided a meal.

- 2208.8 A debt is determined un-collectible when the board of education cannot recover the debt through enforced collection and there is no realistic expectation for a future collection. When a debt is deemed un-collectible, the superintendent will terminate active collection and a write-off will occur when one or more of the following criteria apply:
- 2208.8.1 The debt cannot be substantiated through evidence or witnesses.
 - 2208.8.2 The cost of pursuing collection exceeds the amount of the debt, unless the principle of program fraud is at stake.
 - 2208.8.3 The debtor cannot be located.
 - 2208.8.4 The statute of limitations has expired.
- 2208.9 Checks returned to the Board of Education for non-sufficient funds will prompt notification of the responsible party. If the individual does not honor the payment request within 10 (ten) days, a notification by mail shall be made. As a last attempt, a certified request will be mailed to the individual requesting a cashier's check for the amount of the check and an appropriate service charge. If no response is received within ten (ten) days, the check may be forwarded to the Prosecuting Attorney, Magistrate Court, or a collection agency.
- 2208.10 Any credit balances that remain at the end of the school year may be claimed and paid through the normal accounts payable process. All accounts with a credit balance in excess of \$10.00 will automatically receive a check. Money not claimed will revert to the food service program.

Approved by Harrison County Board of Education

Effective Date: May 21, 2002

Page 2 of 2