

COLLECTION BILLING

Overview

Hardy County Schools provides breakfast and lunch daily to all children. Adult employees are also offered the privilege of participating in this program. The billing system in each school is as follows:

1. A bill is sent home with each child at the first of every month.
2. Payment in full is due 10 days after received.
3. All bills are distributed the first of every month by the student's homeroom teacher. All bills will be considered past due if not paid in full by the 20th of each month. For example: A bill received on October 1, for September meals, is due by October 20.
4. A letter will be sent to parents when the bill is 30 days old. This letter will be from the school that the child attends.
5. Any account declared delinquent will automatically lose the privilege of charging. Parents will be notified by mail that charge privileges have been suspended. The letter will include a list of alternatives for lunch. The alternatives are as follows:
 - a. Parents must send cash daily.
 - b. Pay bill in full.
 - c. Send a bag lunch.

Sending a child to school without money for a meal or a bag lunch may be interpreted as child neglect by the authorities.

6. The collection of delinquent accounts will be pursued through Magistrate Court.

Hardy County Food Service is operated in accordance with U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin.

Bad Check Procedure

A check returned to the Food Services Department for non-sufficient funds:

1. The individual will be notified by phone and asked to make the check good through submitting cash or a money order.

2. If check is not picked up within ten (10) days, a certified notice will be mailed to individual requesting full payment of check plus an appropriate service charge.
3. If no response is made within ten (10) days, the bad check will be forwarded to Magistrate Court for collection.

Year End Account Balance

1. A credit balance will be carried over to the next year. Anyone owing may make arrangements to claim the balance.

SOURCE: Board of Education Minutes

DATE: June 24, 2002

REFERENCE: W V State Board Policy 4320
W V State Law §126-85-58

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TO : _____

NOTICE OF WORTHLESS CHECK

(By Payee or Holder)

"You are hereby notified that a check, number _____, issued by you on _____, and payable to _____, has been dishonored. Pursuant to West Virginia Law, you have ten (10) days from the date of this notice to tender payment of the full amount of such check plus a \$10.00 (ten) dollar service charge to the undersigned at the school it was issued to. You are further notified that in the event the above amount is timely paid in full, you will not be subject to legal proceedings, civil or criminal.

Dated _____

Food Service Supervisor

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NOTICE OF DELINQUENT LUNCH BILL

DATE : _____

TO : _____

Dear Parent:

Our records indicate that you have been billed in the amount of _____. This amount represents charges for meals that your child, _____, received for the school year _____ at _____ (name of school).

Unless full payment of this amount is made within 15 days, we can no longer allow the privilege of charging meals for your child. Payment must be made at the school where your child is attending.

If account is not paid within 15 days, please make arrangements to send the appropriate amount of cash to school with your child on a daily basis, or send a meal from home. (Full pay lunch \$1.00, Breakfast \$.50 — Reduced price lunch \$.40 , breakfast \$.30).

NOTE : Sending a child to school without money for a meal or a bag lunch may be interpreted as child neglect by the authorities.

Applications for free/reduced meals are available at all schools or the central office. Forms may be requested by calling the school or central office. If you qualify for free or reduced priced meals, please complete this form and return to the school as soon as possible. This form must be properly completed and signed where required. Eligibility for free or reduced meals does not excuse any past-due amount.

If you have any questions, please call 538-2348, Ext. 223.

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