

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Child Nutrition – Billing and Collection Procedures

Series: C52

Reference: WVDE Policy 4320

Issued: April 18, 2002

Revised:

Revision Number:

52.01 Overview. Kanawha County Schools provides breakfast and lunch to all children daily. Adult employees are also offered the privilege of participating in this program. The Child Nutrition Office has implemented a county wide billing system whereby students and adults may charge meals daily at the school level. Bills are calculated and mailed monthly from the county Child Nutrition Office. This policy represents the guidelines for administering the collection of child nutrition accounts. Kanawha County Board of Education strives to comply with all Federal and State Regulations while providing healthy meals to children.

52.02 Non-Discrimination. The Kanawha County Schools Child Nutrition Program is operated in accordance with the U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin.

52.03 Billing Procedure.

52.03.1 Bills will be calculated and mailed by the 5th work day of each month.

52.03.2 Payment in full is due 15 days after billing date.

52.03.3 All bills will be considered past due if not paid in full by the 25th of the following month.

52.03.4 Past due letters will be mailed when the bill becomes past due.

52.03.5 Unpaid account becomes delinquent after 45 days and balance exceeds \$50.00.

52.03.6 All delinquent accounts will automatically lose the privilege of charging. Parent(s)/Guardian will be notified by mail that charge privileges have been suspended. The letter will include a list of alternatives for lunch. Parent(s)/Guardian must send cash daily, pay bill in full or send a bag lunch. Consistently sending a child to school without money for a meal or a bag lunch may be interpreted as child neglect and reported to the Department of Health and Human Resources, Child Protective Services.

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52.03.7 The Child Nutrition Office will notify the School/Principal when a child's account becomes delinquent. Upon such notification, the School/Principal must stop charge privileges.

52.03.8 The Collection of delinquent accounts may be pursued through a Collection Agency or Collection Attorney.

52.04 Write-offs. The Kanawha County Child Nutrition Office has the authority to track and collect all debts as long as the child is a student of the Kanawha County School System; however, circumstances may arise which would justify a debt write-off. All cost associated with the collection of an account will become the liability of the debtor.

52.05 Uncollectible Debts Due Child Nutrition Program. A debt is determined uncollectible when the Child Nutrition Office cannot recover the debt through enforced collection, and there is no realistic expectation for a future collection. A diligent effort using a variety of collection strategies will be undertaken before the determination that the debt is uncollectible. When the Child Nutrition Office 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:

52.05.1 The Debt Cannot Be Substantiated: Child Nutrition Program does not have or cannot produce the evidence or witnesses necessary to validate a claim and has not been able to obtain the voluntary repayment of the debt.

52.05.2 The Cost of Pursuing Collection Is Unreasonable: The Child Nutrition Office should not recover a debt when collection exceeds the amount of the debt unless a significant enforcement principle was at stake, such as Program fraud. The Child Nutrition Office should always consider the costs associated with the collection strategy before deciding on further collection action.

52.05.3 The Debtor Cannot Be Located: The Child Nutrition Office is unable to locate the debtor after exercising all reasonable attempts to do so.

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52.05.4 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 limitations has expired.

52.06 Bad Check Procedure. A check returned to the Child Nutrition Office for non-sufficient funds will be turned over to an independent agency in the practice of recovering such items.

52.07 Free/Reduced Meal Program. Schools are encouraged to advise parents/guardians who may qualify for the availability of the free and reduced cost meal program operated by the United States Department of Agriculture.