

KANAWHA COUNTY BOARD OF EDUCATION POLICY
Series: C52 - Child Nutrition – Billing and Collection Procedures

52.01 Overview. Kanawha County Schools provides free breakfast and lunch to all children daily utilizing the Community Eligibility Program (CEP) under direction of the USDA. Adult employees are also offered the privilege of participating in this program, however staff who are not deemed a Program adult must pay for meals consumed. The Child Nutrition Office has implemented a county wide billing system whereby students and adults may pay cash for meals served daily at the school level. Usage of the CEP program allows for free meals for all students attending KCS. If CEP eligibility changes or is eliminated then the billing policy would then be restored and utilized. 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.

- Bills will be calculated and mailed by the 5th work day bi-monthly for any outstanding student account which has not been fully resolved.
- Payment in full is due 30 days after billing date.
- All bills will be considered past due if not paid in full by the 60 days of the following month.
- Past due letters will be mailed when the bill becomes past due. Accounts which remain uncollected will be turned over to the collection agency for remittance.
- All delinquent staff accounts will automatically lose the privilege of charging and be turned over to collection agency.
- 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.
- 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 rise 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.

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. Kanawha County Schools operates under the Community Eligibility Program which is based upon prior year percent needy data provided by the West Virginia Department of Education. Based upon CEP current rates All KCS schools for students provides free breakfast and lunches to all enrolled KCS students. Staff are no longer are able to charge meals and must pay cash at the time of service for meals daily consumed.

Reference: WVDE Policy 4320
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