

FOOD SERVICE COLLECTION POLICY

1.0 Purpose

- 1.1 The Barbour County Board of Education establishes the following policy for administering the collection of food service accounts.

2.0 Definition

- 2.1 All students must take a “reimbursable meal” to be eligible for the food service billing procedure.

Staff members are not eligible for the food service billing procedure, they must pay full price for the meal at the time of the meal service.

If a student fails to take a “reimbursable meal”, they must pay full price for that meal at the time of the meal service.

A “reimbursable meal” is the selection of a minimum of three of the five food items offered.

3.0 Procedures

- 3.1 The school food service department will be responsible for calculating and issuing the monthly invoices to students and staff.
- 3.2 Invoices will be calculated and mailed monthly.
- 3.3 Payment in full is due upon receipt, but no later than ten (10) days after the invoice is received.
 - 3.3.1 Invoices shall be paid, in full, by check or money order.
 - 3.3.2 Invoices may be adjusted for balances under \$10.00 upon approval of county food service director.
 - 3.3.3 If cash is remitted for payment on lunch accounts, a pre-numbered receipt shall be issued to the individual submitting the cash.
 - 3.3.4 All checks shall be made payable to Barbour County Schools.
 - 3.3.5 Checks returned to the school for non-sufficient funds will prompt notification of the individual by phone.
 - 3.3.6 If the individual does not honor the payment request within ten (10) days, 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.
 - 3.3.7 If no response is made after the individual receives the certified letter, the check may be forwarded to magistrate court or a collection agency for collection.
- 3.4 All bills shall be considered delinquent if not paid in full by the twenty-fifth (25th) of the following month.
- 3.5 Delinquent accounts.
 - 3.5.1 All delinquent accounts could lose the privilege of charging.
 - 3.5.2 Parents will be notified by mail that charge privileges could be suspended.
 - 3.5.3 While account is delinquent, Parents should send cash daily, pay the bill in full or 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.

FOOD SERVICE COLLECTION POLICY (continued)

3.6 Debt Collection

- 3.6.1 The collection of delinquent accounts over forty-five (45) days may be pursued through a collection agency or magistrate court.
- 3.6.2 All costs associated with the collection of an account will become the liability of the debtor.
- 3.6.3 A debt is determined non-collectible when the food service program cannot recover the debt through enforced collection and there is no realistic expectation for a future collection.
- 3.6.4 When the debt is non-collectible, it will terminate active collection and a write-off will occur when one or more of the following criteria apply:
 - 3.6.4.1 The debt cannot be substantiated through evidence or witness;
 - 3.6.4.2 The cost of pursuing collection exceeds the amount of the debt, unless the principle of program fraud is at stake;
 - 3.6.4.3 The debtor cannot be located;
 - 3.6.4.4 The statute of limitations has expired.

3.7 Reclamation of Account

- 3.7.1 Any credit account balances that remain at the end of the school year may be claimed.
- 3.7.2 Money not claimed will revert to the food service program.

3.8 Dispute Resolution

Contact the food service secretary; then contact the Child Nutritionist; then file a citizen's appeal.

Source: Board of Education Minutes

Adopted: 10/09/2000

Revised: 05/26/2015; 11/26/2012; 11/17/2008; 01/28/2002

Legal: WVDE Policy 4320; WVDE Policy 7211