

## MONROE COUNTY COLLECTION POLICY FOR CHILD NUTRITION BILLS

### 1.0 Overview

- 1.1 Monroe County Schools provide breakfast and lunch to all children daily. Adult employees are also offered the privilege of participating in this program. The child Nutrition Services Department has implemented a billing system whereby students and employees may charge meals daily at the school level. This is a convenience to parents and employees but not required. Bills are calculated monthly and given to students and employees from the school office. This policy will represent the guidelines for administering the collection of Child Nutrition accounts.
- 1.2 Monroe County complies with all State and Federal Regulations in providing healthy meals to children.
- 1.3 The Monroe County Child Nutrition Services Department is operated in accordance with the U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status.

### 2.0 Billing Procedure

- 2.1 Bills will be calculated and given to students by the fifth of each month beginning with October.
- 2.2 Payment in full is due 10 days after the bill is received.
- 2.3 Bills will be considered past due if not paid in full by the 20<sup>th</sup> of each month following the first billing.
- 2.4 A second bill will be given to the students when the original bill becomes past due.
- 2.5 A demand for payment letter will be mailed to the parents when the bill is 30 days due.
- 2.6 Unpaid bills become a delinquent account after 45-days.
- 2.7 All delinquent accounts will automatically result in the loss of charging privileges for students and employees. Parents will be notified by mail that charging privileges have been suspended 10 days from date of letter. Notification of employees will also be in letterform. The letter will include a list of alternatives for lunch. Parents must send cash daily, weekly, pay bill in full or send a bag meal. Sending a child to school without money for meals or a bag meal may be interpreted as child neglect by the appropriate authorities.

- 2.8 When charge privileges have been suspended, the principal and/or designee are responsible for stopping charge privileges for the child and school personnel. Failure to follow policy procedures and further debt is incurred may result in the additional debt being paid through the schools general funds. Any additional debt will not be a liability of the Child Nutrition Services Department.
  - 2.9 The collection of delinquent accounts will be pursued through magistrate court or through a collection agency. All cost associated with the collection of an account will become the liability of the debtor.
  - 2.10 Any unpaid balance at the end of the school year will be carried over to the new school term and be considered delinquent if not paid in full by the October 1<sup>st</sup> billing period.
- 3.0 The Monroe County Child Nutrition Services Department will have the authority to track and collect all debts.

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Board of Education Minutes: December 14, 1998