

SUMMERS COUNTY BOARD OF EDUCATION

ADOPTED: 2/10/03 Revised: 7/26/06, 10/22/09

CODE: V-E-4

REFERENCE: State Board Policy 4320

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BILLING AND COLLECTION POLICY

Summers County Schools provide breakfast and lunch to all children daily. Adult employees are also offered the privilege of participating in this program. The Food Service Department has implemented a billing system whereby students and employees may charge meals daily at the school level. Bills are calculated and mailed monthly from the school. This policy represents the guidelines for administering the collection of food service accounts.

Summers County Schools complies with all Federal and State Regulations while providing healthy meals to children.

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

Billing Procedure

1. Bills will be calculated and given to students or mailed to parents by the 5th of each month, beginning October 5th of each school year.
2. Bills will be considered past due if not paid in full by the 20th of each month following the first billing. All payments should be mailed to the Summers County Board of Education, C/O City National Bank, PO Box 7802, Charleston, WV 25356. You may also bring your monthly payments to the Summers County Board of Education Office.
3. A demand letter will be mailed to the parents by the individual school when the bill is 30 days past due.
4. Unpaid bills become a delinquent account after 45 days. A final demand letter will be sent at this time.
5. 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 the date of the letter. Employee notification will also be made by letter. The letter will include a list of alternatives for lunch. Parents must send cash daily, pay bill in full, or send a bag lunch. Sending a child to school without money or bag lunch may be interpreted as child neglect by the authorities.
6. When charge privileges have been suspended, the principal and/or assistant principal is responsible for stopping charge privileges for the child and school personnel. Further debt incurred by the child will automatically become the responsibility of the School/Principal and this additional debt will not be a liability of the Child Nutrition Department. The debt will be paid by the School/Principal by the end of the school year.
7. The collection of delinquent accounts will be pursued by the Principal/Assistant Principal or the Director of Child Nutrition through magistrate court or through a collection agency. All costs associated with the collection of an account will become the liability of the debtor.

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8. Any unpaid balance created after May 5 will be carried over to the new school term and be considered delinquent if not paid in full by October 20th. However, parents will be notified and required to pay daily for their child's meals as they will no longer have the privileges to charge. Again, sending a child to school without money or bag lunch may be interpreted as child neglect by the authorities.

Second Meals and Milks are not to be charged. They must be paid for at time of service.

Bad Checks Procedure:

1. The individual will be notified by phone or mail and asked to make the check good and given a date to do so.
2. If no response or individual does not apply within 10 days, the bad check will be sent to Magistrate Court. All fees and penalties will be added to the account holder. All charging privileges for the student (s) will be stopped until the school meal account has been paid in full.