

FISCAL MANAGEMENT

CHILD NUTRITION PROGRAM BILLING AND COLLECTION

The Ohio County Schools billing and collection of charges will be accomplished according to the following procedures:

1. A centralized billing will be utilized for all students and staff members.
2. Each school will be responsible for maintaining accurate, up-to-date student information. In the event correspondence is returned to the Child Nutrition Office, it will be forwarded to the school and the school will be responsible for sending it to the household.
3. Bills will be calculated the first of each month for the month prior and mailed to households within the first ten days of each month.
4. Payment in full is due within two weeks from the date of the first billing. Payments can be made by check or money order made payable to Ohio County Schools or can be made online with a credit or debit card at www.schoolcafe.com (a minimum of \$20 must be paid when payment is made online).
5. Bills will be considered PAST DUE if not paid in full within two weeks after the initial bill.
6. Circumstances may warrant that a partial payment is acceptable. Payment plans may be requested by the student's parent/guardian or by a staff member by communication with the Child Nutrition Office. This decision will be made by the administrator for Child Nutrition in consultation with the school principal. However, there should be a genuine effort on behalf of the household to eradicate the debt.
7. Unpaid accounts with no payment for 60 days or communication with the Child Nutrition Office as to the non-payment circumstances will be considered delinquent. Delinquent student accounts will automatically lose charging privileges (unless part of the CEP Program) and a letter detailing the loss of charging will be sent to the parent/guardian. It will then be the responsibility of the parent/guardian to send in packed meals or money to pay for meals for their student (if not part of the CEP Program). Should a parent/guardian fail to send in a

packed lunch or money to purchase a meal (when not part of the CEP Program), the school will provide the planned reimbursable meal to the student and make contact with the parent by phone.

8. Accounts should have a zero balance at the end of each school year.

9. Debt accrued on Child Nutrition accounts from previous years remains the responsibility of the parent/guardian of the student, or of the staff member on staff member accounts. The collection of delinquent accounts may be pursued through a Collection Agency. This may affect the credit rating of the parent/guardian or staff member.

10. In the event a carryover balance exists in favor of a Student or staff member, a credit can be applied to future charges.

11. Should the student or staff member exit Ohio County Schools with a credit on the Child Nutrition account, the parent/guardian or staff member must request a refund in writing. Refunds will be issued upon receipt of the request.

REGULATION REVISED: July 10, 2017

REGULATION REVIEWED: June 9, 2014

REGULATION REVISED: February 13, 2012

REGULATION ADOPTED: May 25, 2005

OHIO COUNTY BOARD OF EDUCATION