

Overdue Meal Account Policy EF Administrative Procedure

Adopted: May 9, 2019

Effective: August 19, 2019

Chillicothe R-II School District Board of Education

The Chillicothe R-II Board of Education and District Administration find it important to collect overdue monies owed to the school district in accordance with Board of Education Policy EF, Food Service Management.

A family owing the district an amount equal to or above \$100 will have delivered to them the following measures:

- A certified letter will be sent explaining the amount owed and time period the amount accrued (cost of the certified mailing will be added to the account balance due).
- The respondent should contact the district Assistant Superintendent within 10 days of receipt of the letter to discuss options for payment.
- If arrangements are made, payments must be made as agreed to with the Assistant Superintendent.
- If contact is not made with the district administrator or payments are not made as agreed to, the district administrator will take information to the Circuit Clerk of Livingston County and file a small claims court case on behalf of Chillicothe R-II School District. All filing and delivery costs will be added to the respondent's original billing.
- The circuit clerk will issue a court date and the judge will render a verdict.
 - ❖ Note: Prior to the above steps taking place the family will be issued billings for charges accrued through regular postal mailing, e-mail messages, and paper billing sent with their student.

****charges may include: lunch, breakfast, ala carte meal items, second meals, and extra milk.**

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1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410;
2. Fax: 202-690-7442; or
3. E-mail: program.intake@usda.gov

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