

## PROCEDURES FOR COLLECTION OF CHILD NUTRITION ACCOUNTS

### I. General Statement

Jefferson County Schools provides daily breakfast and lunch to all students. In an effort to better serve our students, the Office of Child Nutrition utilizes a county-wide billing system to enable students to charge school meals.

### II. Purpose

The purpose of this procedure is to establish a method for collection of past due Child Nutrition accounts.

### III. Collection Procedure

#### A. Elementary Students

1. A monthly invoice (accounts with \$10.00 or more balance due) will be mailed to the student's parent/guardian stating: "Payment in full is due by [due date]."
2. When payment is not received by due date, accounts of \$65.00 or more, an official notification letter will be sent from the Dept. of Child Nutrition to the student's parent/guardian requesting their payment on student account. The notification letter will contain the current amount overdue, options for payment, information on restrictions on secondary charging privileges and information of how to complete the Free/Reduced Meal Application. Documentation of contact will be recorded.
3. Including the initial letter, three (3) attempts to contact parent/guardian will be documented. After contact documentation by Child Nutrition has been recorded and when a past due account has no payments made within 60 calendar days, the delinquent accounts will be pursued through a collection agency or the Magistrate Court of Jefferson County.

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B. Secondary Students

1. A monthly invoice (accounts with \$10.00 or more balance due) will be mailed to the student's parent/guardian stating: "Payment in full is due by [due date]. Unpaid balances of \$65.00 or more will result in a loss of charging privileges."
2. When payment is not received by due date, accounts of \$65.00 or more, an official notification letter will be sent from the Dept. of Child Nutrition to the student's parent/guardian informing them of the pending date of loss of charging privileges. The notification letter will contain the current amount overdue, options of payment, information on restrictions on secondary charging privileges with pending date charging privileges will be suspended and information of how to complete the Free/Reduced Meal Application. Documentation of contact will be recorded.
3. Including the initial letter, three (3) attempts to contact parent/guardian will be documented. After contact documentation by Child Nutrition has been recorded and when past due accounts have no payments made within 60 calendar days, delinquent accounts will be pursued through a collection agency or the Magistrate Court of Jefferson County.
4. Students preparing to graduate will not be allowed to charge meals beginning in April of the graduation year.
5. Students wishing to purchase a parking permit at the senior high schools are required to have meal accounts paid in full.
6. Student accounts on charging privilege restriction must be paid in full to regain charging privileges.
7. When a secondary student account has been issued a Jefferson County Child Nutrition collection letter within a school year and the balance has not been paid in full, charging privileges will be revoked for the remainder of that school year. The student account must be paid in full to begin charging privileges for the upcoming school year.