

CHILD NUTRITION

501.00 DIRECT BILLING

Overview

The Mingo County Board of Education provides breakfast and lunch to all children daily in accordance with Board Policy 500.00. Adult employees are also offered the privilege of participating in this program. The Child Nutrition Office has implemented a billing system whereby students charge meals daily. Bills are calculated and mailed monthly from the Child Nutrition Office. This policy represents the procedures for administering the collection of Child Nutrition accounts.

Billing Procedures

- Bills will be calculated and mailed by the 5th of each month.
- Payment in full is due by the 15th of each month.
- Unpaid accounts become delinquent on the 15th of the following month – two months without payment.
- All delinquent accounts will result in the loss of charge privileges. Parent(s)/Guardian will be notified by mail and by student notification that charge privileges have been suspended. The letter will include a list of alternatives for lunch – parent(s)/guardian must prepay weekly or send a bag lunch. The Child Nutrition Office and the School Food Service Program will not allow students to go without a meal. If a parent who has been notified of suspended charge privileges neglects to prepay weekly or send a lunch, the school will charge the meal to the child's account and contact the parent. If the situation occurs more than once, the Child Nutrition Office may notify the Department of Human Services and/or initiate other actions as necessary. The Child Nutrition Department will notify

School/Principal of responsibilities and liabilities when a child's account becomes delinquent.

- The Child Nutrition Office of the Mingo County Board of Education may take accounts that are delinquent to Magistrate Court for collection.

Adopted: September 6, 2001