

NEWPORT SCHOOL DISTRICT

SECTION: Operations

TITLE: Food Services/Collections & Delinquent Accounts

ADOPTED: August 21, 2006

REVISED: March 13, 2018

808.1 FOOD SERVICES/COLLECTIONS & DELINQUENT ACCOUNTS	
1. Purpose	The District's food services program collects monies to be held in individual student accounts and maintains said accounts for the purpose of food purchases. From time to time it becomes necessary for students to charge purchases against these accounts. It is essential that food services maintain procedural guidelines in the collections process including proper limits to charging against accounts to maintain a proper balance in receipts and expenditures. It is also necessary for food services to maintain procedures for expediting delinquent accounts.
2. Authority SC 504	The board shall establish guidelines and procedures for the collections and handling of delinquent accounts for food services.
3. Delegation of Responsibility SC 504, 1337	Collection and management of delinquent accounts shall be the responsibility of the Business Manager or designee.
4. Guidelines	<p>Individual student lunch accounts should be maintained at a minimum balance of \$10. When a student account falls below \$10, parents/guardians will be contacted in writing by the designated individual.</p> <p>Parents/guardians will be notified in writing when their child's account reaches \$0. A student is permitted to charge meal purchases against his or her individual account.</p> <p>In the event an account is not rectified after 10 meal charges, parents/guardians will be notified in writing and by telephone to attempt to resolve the negative balance and an investigation will be initiated by the school to resolve the delinquency.</p> <p>Every effort will be made to collect unpaid monies to rectify negative account balances. Negative accounts that remain outstanding/past due in excess of 60 days At the end of a school year will be turned over to a third party collection agency.</p>