

Jackson County CNP Charged Meal and Worthless Checks

PURPOSE

To provide students and parents in the Jackson County School District with the best possible service and accountability surrounding school meal payments.

POLICY STATEMENT

The Jackson County School District encourages parents to prepay meals for their children thereby eliminating situations that could develop during lunchtime because of negative balances or failure to bring money to school. No student will be denied a reimbursable meal; however, parents will be held accountable to pay for the meals provided through the Jackson County Schools Child Nutrition Program. Parents are encouraged to take advantage of the PayPams online pre-payment system offered by the Child Nutrition Program which is available on the district website.

STUDENTS WITH NO MONEY FOR BREAKFAST/LUNCH OR A NEGATIVE ACCOUNT BALANCE:

Any student wanting a reimbursable breakfast or lunch meal and not having money to purchase the meal will be allowed to charge up to \$-100.00 in the cafeteria point of sale system. After the student has charged \$-100.00, they will be referred to the school office to borrow money from the principal's fund or to call home to obtain money. Students may not charge ala carte items or extras for any reason.

1. The cafeteria manager will communicate with parents/guardians of students who incur negative balances at least once a week. This communication may include, but is not limited to, telephone calls and electronic and print forms of correspondence.
2. A list of negative account balances of more than \$-25.00 will be forwarded to each principal by the school cafeteria manager.
3. Once the balance notification has been sent out, parents/guardians will have five (5) days to pay or make arrangements to pay outstanding student balances.

In the event that a student owes more than \$100.00, the school cafeteria manager will contact the Child Nutrition Director. The CNP Director will mail a certified letter to the household giving ten (10) days to pay or make arrangements to pay the outstanding balance. Should the household not comply, the information may be turned over to the District Attorney.

END OF YEAR OUTSTANDING BALANCES

No charging will be allowed the last month of school to make certain all debts are paid in full by the end of the school year. Students will be referred to the school office to borrow money from the principal's fund or call home to obtain money. At the end of each school year, the Child Nutrition Program will make every effort to collect outstanding debts. The Child Nutrition Program cannot carry over bad debt from one school year to the next.

In the event that a debt cannot be collected in full, the school cafeteria manager will use funds provided by the school principal or PTO/PTA fund to reconcile on the last day of the school year. The school principal may hold report cards and collect outstanding balances during the summer. All seniors will have to pay any debt in full prior to graduation. Records of student charges will be maintained in accordance with State and Federal record retention laws.

Any parent/guardian experiencing financial problems may contact the school cafeteria manager to implement a payment plan. Parents are encouraged to apply for free and reduced price meals. Applications are available at the school as well as on the CNP page on the district website under CNP forms. Please call Jennifer Dutton at 256-259-9511 for any questions.

RETURNED CHECKS/INSUFFICIENT FUNDS

WORTHLESS CHECK PROCEDURES

The face value of a check returned for insufficient funds (NSF), closed account, or any other reason may not be absorbed as a cost by state, federal, or public local funds. An uncollected check is considered a bad debt. Bad debts are not allowed expenditures for any state, federal or public local funds. The procedures for handling bad checks will be as follows:

The writer of such check will be given 10 days from receipt of written notice to tender payment of the full amount of the returned check. The fee of a NSF check is the amount charged by the bank plus the amount of the check. The fee must be paid in cash, a cashier's check or money order within 10 days of receiving the notice.

Unless this amount is paid in full within the time specified above, the holder of such check may turn over the dishonored check and all other available information relating to this incident to the District Attorney for criminal prosecution.

A list of individuals who have submitted bad checks shall be maintained by the Child Nutrition Program in order to prevent the receipt of any further checks from those individuals.

A maintenance log for NSF fees will be kept by the Child Nutrition Department in accordance with State and Federal record retention laws. Uncollected NSF checks remaining at the end of the fiscal year will be satisfied using non-public funds.

USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;**
- (2) fax: (202) 690-7442; or**
- (3) email: program.intake@usda.gov.**

This institution is an equal opportunity provider.