

Collection/Billing

Overview

Hardy County Schools provides breakfast and lunch daily at no cost to all enrolled children via the Community Eligibility Provision (CEP), starting 2017-2018. Adult employees are also offered the privilege of eating breakfast and lunch at a reasonable cost determined by the County. The billing system is as follows:

1. A past due student breakfast/lunch bill will be sent home by postal mail each quarter until the bill is paid in full. Free/reduced/CEP status does not excuse meals charged prior to becoming eligible.
2. Adult/staff meals will be pre-paid (via SchoolCafe website, at Child Nutrition office, or a school), or payment may be made at the time of service. Charging school lunch or breakfast meals to accounts will not be an option, beginning with the 2017-2018 school year. Adults with a past due balance from prior meal charges will be sent a bill monthly by interoffice mail. Adult accounts must be paid in full by the due date on the bill. Delinquent accounts will be pursued via Magistrate.
3. Payment in full is expected by the due date on the bill.
4. A breakfast/lunch bill is considered delinquent if not paid in full within 30 days of the due date on the bill, and parents/guardians/staff will be notified by mail of the delinquency and repercussions of non-payment.
5. If accounts are not paid in full, and arrangements have not been made for making payments, the collection of delinquent accounts will be pursued through Magistrate Court. Court fees will be added to the accounts.

Bad Check Procedure

A check returned to the Food Service Department for non-sufficient funds:

1. The individual will be notified by phone and asked to make the check good through submitting cash or a money order.
2. If check is not picked up within ten (10) days, a certified notice will be mailed to individual requesting full payment of the check.
3. If no response is made within ten (10) days, the bad check will be forwarded to the Magistrate Court for collection plus appropriate court charges.
4. Check privileges will be denied after receiving two (2) nonsufficient fund notifications within the same school year.

Year End Account Balance

1. A credit balance will be carried over to the next year. Anyone moving may make arrangements to claim the balance.

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call, toll free, (866) 632-9992 (Voice). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

SOURCE: Board of Education Minutes
DATE: June 24, 2002 – November 3, 2008 – May 2, 2011 – August 21, 2017
REFERENCE: WV State Board Policy 4320
WV State Law §126-85-58

(Reference SB208 and SB209)