

**GILMER COUNTY SCHOOLS  
COLLECTION POLICY FOR UNPAID MEALS**

**OVERVIEW**

Gilmer County Schools offer breakfast and lunch to all children daily. Adult employees are also offered the privilege of participating in this program. The Food Service Department provides a computerized billing system at all schools whereby the students and adults may charge meals daily at the school. Bills are calculated and sent home monthly from each local school. Upon receipt of the students' or adults' bill, payments for meals by cash or check will be sent to the school. This policy represents the guidelines for administering the collection of food service accounts.

Gilmer County complies with all Federal and State Regulations while providing healthy meals to children. The Gilmer County Board of Education is a facility that operates in accordance with the U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin.

**BILLING PROCEDURE**

1. Bills will be calculated and sent home during the first week of each month.
2. Payment in full is due 10 days after bill is received.
3. All bills will be considered past due if not paid in full by the 20<sup>th</sup> of each month following the billing.
4. A second bill will be sent when the bill becomes past due.
5. A demand letter will be sent to parent(s)/guardian when the bill is 30 days old.
6. Unpaid account becomes delinquent after 45 days.
7. The **Collection of Delinquent Accounts** shall be pursued through Magistrate Court. The Gilmer County Schools Food Service Department has the authority to track and collect all debts as long as the child is a student of the Gilmer County School System; however, circumstances may arise which would justify termination of a debt. All costs associated with the collection of an account will become the liability of the Debtor.

8. All accounts must be paid in full by the last calendar day of the current school year.

**NONSUFFICIENT FUNDS CHECK PROCEDURE:**

The following procedures are to be used when a check is returned because of nonsufficient funds:

1. The individual will be notified by telephone and asked to redeem the check and pay all bank fees that have incurred plus an additional \$10.00 for handling by Gilmer County Schools.
2. A certified notice will be mailed to the individual if the check is not redeemed within ten days.
3. If no response is made within 10 days following the certified notice, the matter will be referred to the Gilmer County Magistrate Court.

Approved 1/13/03 Bd Mtg