

CHAPTER 8.00 - AUXILIARY SERVICES

UNCOLLECTED CHARGED MEALS AND BAD CHECK POLICY 8.42

I. UNCOLLECTED CHARGED MEALS:

Uncollected charged meals are not an allowable expenditure for the Child Nutrition Fund. A nonpublic fund source must be established at each school to cover any uncollected charges. The charged meal policy should be implemented for the benefit of the students, not Board employees.

Charging meals is to be discouraged in the Child Nutrition Program. Letters will be sent home to parents for collection. Any account not collected when a student moves from the system or at the end of the school year must be paid by a nonpublic fund source.

All adult meals will be paid for unless the meals are part of a special incentive program to be reimbursed by a nonpublic fund or the meals are for school food service employees. Parents or other visitors may eat in the cafeteria upon invitation from the school administrators.

II. BAD CHECK POLICY:

The face value of a check returned for insufficient funds (NSF) 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 an allowable expenditure for any state, federal or public local funds. Therefore, the Dale County Board of Education must ensure that a policy is established and implemented system-wide to properly address this issue.

The local principal or other school administrator must exercise due diligence in the acceptance of checks and in the collection of insufficient funds checks. A list of individuals who have submitted bad checks should be maintained in order to prevent the receipt of any further checks from those individuals. Uncollected NSF checks may not be written off. The local school or school system must take necessary actions to collect the check amount and must document those actions and procedures.

A fee of \$30.00 or the maximum amount allowed by the State of Alabama is to be assessed against any uncollected checks. If a check is determined not to be collectable, nonpublic funds must be used to cover any insufficient checks in state, federal or public fund accounts.

STATUTORY AUTHORITY:

CODE OF ALABAMA

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16-1-30

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-11-9, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

290-080-030-.03

HISTORY:

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