



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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Rule 762.1

## **Food Service Collection and Non-Payment**

The District Administrator and Business Manager shall be responsible for the accurate and timely collection of funds due the District from food service related transactions. Building principals may be asked for assistance in problem collection situations.

All receipts from food service transactions shall be deposited promptly. Collections shall be deposited daily. Any subsequent collections made, but not deposited the same day, are to be locked in a vault or safe and deposited with the following day's collection. Money should never be left in a school or at the District Office over weekends or holidays.

### **INSUFFICIENT ACCOUNT BALANCES**

It is the district's goal to work with families who are not able to maintain a positive meal account balance. When the account reaches a \$0 balance students will not be denied a regular food service meal. Families with a low (\$7.00) account balances will be notified by an automatic calling system on weekday evenings between 5:30 pm to 8:30 pm. All accounts at negative \$50 balance will be notified by mail, and that will include the application for free or reduced price lunch. If the account stays at negative \$50 for more than a month, a designee from the district will contact the family to address funding food services accounts in the future, include assisting with application for free and reduced price lunch.

The Business Manager may file a claim with small claims court or utilize the services of a collection agency and/or legal counsel to secure collection on unpaid debts not paid within thirty days of the actual restriction of access to food service programs, unless an alternative payment plan has been approved by the District Administrator. The charges for filing claims with small claims courts or for securing the services of a collection agency shall be added to the unpaid debt due the District.

The Business Manager shall review all outstanding obligations and approve for any debt forgiveness which in his/her judgment remains uncollectible at the end of each fiscal year.

CROSS REF: Policy #762.1 - Food Service Collection and Non-Payment

APPROVED: January 9, 1997

REVISED: September 14, 2000

APPROVED: October 12, 2000

REVISED: August 9, 2007

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