

COLONIAL SCHOOL DISTRICT

NON-SUFFICIENT FUNDS CHECKS (NSF) PROCEDURES

To establish procedures for non-sufficient funds checks:

The Supervisor of Nutrition Services is charged with the overall responsibility to oversee the non-sufficient funds process and delegate the implementation to the individual cafeteria managers.

Once a NSF notice has been received from the bank, the following procedures are implemented:

1. The Nutrition Services Office will check the student account balance and remove any funds available to cover all or part of the amount of the check. A letter will be sent to the parent(s)/guardian informing them that the Nutrition Services Office received notice from the bank regarding their account and the amount of money due. The parent(s)/guardian is required to pay the amount due by cash or money order at the District Administrative Office within 30 days. Once 30 days has expired the student's lunch account will be debited for the balance of the NSF. At this time the student will receive a PBJ or Toasted Cheese lunch until the debt is satisfied. Nutrition Services will not accept a check from the parent(s)/guardian for one year from the date that the obligation is paid.
2. The Nutrition Services Department will notify the cafeteria of the child's status and place a "No Check/NSF Meal" message on the student's account, which will display on the register as a visual reminder for the cashier.
3. If a check is given to the school cafeteria on a blocked check account, the check will be sent to the Nutrition Services Office. The Nutrition Services Office will send a letter to the parent(s)/guardian reminding them that they still owe money and payment must be in the form of cash or money order and be sent to the Administrative Offices address.