

## 8220P Kimberly School District Delinquent Food Service Accounts

### Delinquent Account Policy:

#### 1. Account Balance Threshold:

- A single or combined family account balance that exceeds **\$250** will be considered a **delinquent account**.

#### 2. Billing Schedule:

- The district will issue bills **twice a month** for any outstanding balances.

#### 3. Communication:

- To ensure timely payment, **weekly phone calls and emails** will be made to the parent or guardian regarding unpaid balances.
- Payments can be made via cash/check to any school office, via cash/check/card directly to the Child Nutrition Office, and online utilizing a MealTime account.
- Additionally, parents or guardians will receive an **email and a letter** notifying them of a **delinquent** outstanding balance, and they will be provided **30 calendar days** to settle the payment before further action is taken.

#### 4. Unpaid Accounts of Transferred Students:

- If a student transfers out of the district with an unpaid balance, the account will be considered **delinquent**, and efforts to collect the debt will continue.

#### 5. Collection Process:

- If the **delinquent** balance remains unpaid after the 30-day period, the account will be sent to **the collection agency on behalf of Kimberly School District** for further recovery efforts.
- If a student account was sent to collections in a previous school year and is sent again in the current school year, any payment will go to the oldest outstanding debt.