

Collection/Billing

Overview

Hardy County Schools provides breakfast and lunch daily at no cost to all enrolled children via the Community Eligibility Provision (CEP). This program is a four-year program that determines eligibility according to the County's percentage of needy students through the direct certification process.

CEP status does not excuse meals charged prior to becoming eligible. A past due student breakfast/lunch bill will be sent home by mail until the bill is paid in full. If accounts are not paid in full, and payment arrangements have not been made, the collection of delinquent accounts will be pursued through Magistrate Court. Court fees and interest will be added to these accounts.

Adult employees are also offered the privilege of eating breakfast and lunch at a reasonable cost determined by the County. The billing system is as follows:

Adult/staff meals must be pre-paid via School Café website (www.schoolcafe.com), at the child nutrition office, a school cafeteria, or payment made at the time of service. Charging meals is not permitted.

Bad Check Procedure

A check returned to the child nutrition office for non-sufficient funds will result in the following:

1. The individual will be notified and asked to resubmit the funds via cash or a money order.
2. If no response is made within ten (10) days, the bad check will be forwarded to the Magistrate Court for collection plus appropriate court charges.

Year End Account Balance

Credit/positive balances will be carried over in accounts for one full year. Arrangements to claim the balance must be made within that time.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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SOURCE: Board of Education Minutes
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 REFERENCE: WV State Board Policy 4321.1, WV Code §126-85-51