

Debt Collection Policy

August 5, 2011

Dear Parents:

The Northern Bedford County School District encourages all participants in the school breakfast and lunch program, to maintain a positive balance in their cafeteria accounts.

The Northern Bedford County School Board adopted a policy regarding debt collection for the cafeteria. Listed below are the procedures that will be followed.

- First notification will be a telephone message when your child has a negative balance.
- If payment has not been received within 7 days, you will receive a second telephone notification. This message will explain that your child will be placed on an alternate lunch program. The school principal will also be notified at this time.
- Failure to pay outstanding balance will result in civil charges and additional fees.

If I can be of assistance or you have any questions, please call me at 766-2221 ext. 4714 or e-mail jmiller@nbcasd.org.

Sincerely

Jennie Miller
Food Service Director