

Standard Operating Procedures for Hanover Community School Corporation
Nutrition Services
Non-Sufficient Fund Check Policy

(Posted on Web)

All non-sufficient fund checks will be subject to a \$10.00 per check service fee. The \$10.00 service fee in addition to the original check amount will be due in cash or money order within 10 days of notification from the Hanover Nutrition Service Department. After 10 days, if payment has not been made, the issuer's checks will not be accepted by the Nutrition Services Department for the remainder of the school year.

If a second check from the same person (or bank account) is returned to the Nutrition Services Department from the bank because of non-sufficient funds during a six-month period, the issuer must bring the funds to the Hanover Administration office and their checks will not be accepted by the Nutrition Services Department for the remainder of the school year.

Non-sufficient fund checks will be deducted from the student's meal account 10 days from the date of the first letter and will be considered as bad debt towards the Nutrition Services Department if left unpaid.

If any non-sufficient fund checks are not paid for within 30 days, they will be turned over to the prosecuting attorney for collection and the issuer's checks will no longer be accepted by the Nutrition Services Department.

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For the Nutrition Service Department

When administration receives notice of a NSF or non-payment check, they will send out the first letter with a 10 day notice and a copy of this to the Nutrition Service Department.

Nutrition Services will make a receipt adjustment to the bank account.

Nutrition Services will document and track letters and payments.

If payment is not made within 10 business days Nutrition Service Department will send out a second letter to NSF owner requesting payment within 10 business days. At this time money will be deducted from the Mealtime account.

If accounts are not paid up the Nutrition Service Director will work with the Corporation Treasurer to file the appropriate forms.