

## **Dallas County Schools Child Nutrition- Worthless Check Policy**

Child Nutrition Program returned checks shall be sent to a third party check recovery company. The check recovery company shall send information to the check writer requiring payment of the check plus a recovery fee- payable to the check recovery company. The check writer will be required to pay directly to the child nutrition department the bank fee charged to the account. A letter will be sent to the check writer from the Child Nutrition Department informing the check writer that they have ten (10) days to replace the returned check with cash, money order or certified check. If payment for returned check plus service charges have not been paid after ten (10) days, a worthless check report shall be filed with the District Attorney's Worthless check unit. Students or staff who present a check not collected by the check recovery company shall be required to pay with cash, money order or cashier's check for all meals and a la carte items the remainder of the school year. Non-public local funds shall be deposited into the Child Nutrition Program fund to cover uncollected bad checks.

The local Principal or other school administrator shall exercise due diligence in the acceptance of checks and in the collection of NSF Checks. A list of individuals who submitted bad checks twice shall be maintained in order to prevent the receipt of any further checks for those individuals. Uncollected NSF checks remaining at the end of the fiscal year will be satisfied using non-public funds.

Example of charges:

Face Value of Check  
+ Bank Fee  
+Child Nutrition Fee (\$10.00)  
Total Due to Child Nutrition Office

**Updated: August 16, 2017**  
**First Reading: August 24, 2017**  
**School Board Approval: October 26, 2017**