Insufficient Fund Check Policy
(NSF)

The following steps will be taken when an NSF check is received in the Food and Nutrition Services Department.

- Checks are returned to the Food Service Office by the bank.

- The Food and Nutrition office will send a letter to the parents informing them of the problem. The letter will include a copy of the check and instructions how to pay. Parents will also be charged of a $20 Insufficient Funds check fee.

- The District Office will adjust student’s account after lunch for the check amount plus the $20 fee and notify kitchen by email of the adjustment. Kitchen notification is sent so that manager can explain privately to the student why their balance has changed (if necessary).

- Payment for NSF and/or fee will be sent to the kitchen and is to be applied as a credit to the child’s account.

- After 2nd Insufficient Funds check – Do NOT accept any further checks.