

Area: Fiscal Systems

Subject: FS31 – State Family Fees Non-Sufficient Funds Check

Reference:

Policy: If a parent/guardian has a non-sufficient funds check they will be charged a \$20 bank charge. If parent/guardian has two (2) returned checks, checks will no longer be accepted for the family fee payment

Procedure:

1. Accounting Technician in the Accounts Receivable Department contacts, via e-mail, the Coordinator or Early Childhood Programs and Data Technician I in the Child/Family Services Division assigned to family fees informing them of a non-sufficient fund check. The Accounting Technician shall then fax or e-mail a copy of the check to the Family Fee Data Technician I.

Accounting Technician will provide the account number the check was originally deposited with to the Senior District Accounting Technician. They will in turn journal that account to take the money out.

2. The Data Technician I will contact the client in writing in the form of a Notice of Action (NOA) requesting repayment in the form of a money order or a cashier's check for the amount of the non-sufficient check plus a \$20.00 services fee. The NOA shall be sent through certified and regular mail. The NOA shall be effective nineteen (19) calendar days from issue date and shall read as follows:

Action: Check number XXX was returned due to non-sufficient funds. Please submit \$XX.XX (Includes \$XX.XX for check and \$20 returned check fee) in the form of a money order or cashiers check only by the above effective date. Termination of service will occur on the effective date above if remittance is not received.

3. The Data Technician I will take the money out of the program spreadsheet.
4. A) If payment is received – The Data Technician I will enter the dollar amount into the spreadsheet (Note: For the purpose of the spreadsheet, the \$20 service fee is not included in the dollar amount.) Data Technician I will make a new receipt, which states “Repayment, which includes \$20 bank charge, for Non-Sufficient Check # XXX. Original receipt #XXX.” The Data Technician I will route mail payment and receipt to Accounts Receivable. The Accounting Technician will return the non-sufficient fund check to the responsible party.

B) If payment is not received by the effective date of the NOA the Data Technician I will inform Accounts Receivable via e-mail.

Note: If parent/guardian has two (2) returned checks, we will no longer accept a check for payment of Family Fees from the parent/guardian. The parent/guardian will be put on a cashier's check or a money order basis only.

Supervised by: Coordinator or Early Childhood Programs

Performed by: Accounting Technician, Data Technician I

Forms needed: Notice of Action (CD7617), Stanislaus Office of Education receipt

Frequency: Ongoing