

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 Senior Data Technician in the Child/Family Services Division assigned to family fees informing them of a non-sufficient fund check. The email will also include a copy of the check. The Senior Data Technician will forward the email to the Child Care Specialist I assigned to the family.

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 Child Care Specialist 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 Senior Data Technician will take the money out of the program spreadsheet.
4. A) If payment is received – The Senior Data Technician 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.) Child Care Specialist I will make a new receipt, which states "Repayment, which includes \$20 bank charge, for Non-Sufficient Check # XXX. Original receipt #XXX." The Senior Data Technician 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 Child Care Specialist I will inform the Senior Data Technician and Accounts Receivable via e-mail. The termination will be final.

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, Senior Data Technician, Child Care Specialist I

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

Frequency: Ongoing