

When a check is returned to Cherokee County Schools Child Nutrition Department due to non-sufficient funds, a letter will be sent by first class mail informing the endorsee that the check has been returned and a \$25.00 service charge is due. The endorsee will be given 10 business days to come by the Central Office to take care of the service charge and the amount of the check. If payment is not received within 10 business days, a certified letter will be sent advising the endorsee they have 15 days to respond or worthless check criminal action will be pursued in district court.

The county magistrate requires that a certified letter be sent to the endorsee informing them they have 15 days to make payment. At the end of 15 days, the school official will appear before the county magistrate with the following items: (1) a copy of the certified letter informing the endorsee of the 15 day period; (2) the certified receipt; and (3) the original check. At this time an affidavit can be sworn for the endorsee. The school district incurs no expense for this service.

The endorsee will be served with a warrant by the county sheriff, and will be informed of the day they are required to appear in court.

When a judge renders a verdict, Cherokee County Schools Child Nutrition can recover the cost of the check and service charge provided notice of the service charge is posted where payment is made.

Adopted July 17, 2001