

**The Theresa Hessling Charter School Project**  
**dba San Diego Cooperative Charter Schools**  
**EDP DELINQUENCY CONTROL AND ACCOUNT CHARGE OFF POLICY**

All accounts delinquent 60 days (two payments) or more will receive a statement and/or customer balance detail summary along with their next invoice, or, if there are no services to be billed, the statement and/or customer balance detail summary alone. At least one attempt will be made during the next month to reach them by phone. Absent arrangements and compliance therewith for resolution of 60 day or more delinquent accounts, the responsible party will receive monthly statements and/or customer balance detail summaries, at least one call per month, and collection letters. Accounts receivable will be reviewed for write-off' or establishment of an allowance for bad debt at least annually. Write-offs can be approved by the Superintendent and the corporation's senior financial officer or by the Board of Directors. The senior financial officer will prepare summary of all accounts which:

- are for prior-year activity and for services to a student who no longer attends SDCCS;
- are for the prior year and for a student who continues to use EDP services but whose account is not paid-to-date for the current year. In this instance consideration will be given to the likelihood of resolving or at least reducing the delinquency;
- are for current year services for a student who is no longer enrolled at SDCCS and after making reasonable attempts to resolve the delinquency; and,
- when appropriate, reasonable efforts will made after an account has been written off to obtain payment.