



**DOMESTIC DEPENDENT ELEMENTARY AND SECONDARY SCHOOLS
FORT CAMPBELL SCHOOLS CENTRAL OFFICE
84 TEXAS AVENUE
FORT CAMPBELL, KENTUCKY 42223-5127**

Fort Campbell Schools

Food Service Dept.

2017-2018 SY

Negative Balance and DD139 Procedure

1. Letters-Central Office

- A One-Call email will be sent out every week from Central Office for all negative balances.

2. Spread Sheet-Central Office

- CO will pull a list from all schools on the first of every month that owe \$25.00 or more and mail a letter to the parents letting them know that the balance needs to be paid within 7 days to avoid wage garnishments.
- We add a \$30.00 processing fee for each account.
- CO will create a spread sheet for all unpaid balances that owe over \$25.00 and will send for information needed to process the DD139.

3. DD139 Paper Work-Central Office

- A copy of the letter sent will be attached to each DD139 (This is important for putting the money in the children's account)

4. Take DD139's to Finance-Central Office

- CO will check the account balances on the 16th of the month to make sure we have not received payment.
- Give all DD139's to Elaine to check and sign.
- Take DD139's to Finance

5. Schools List of Processed DD139's-Central Office

- CO will email each manager a list of the individuals that went to finance for wage garnishments.

6. List of DD139's processed-Schools

- If a parent comes in to pay that is on the list they can pay what they want but the list will have the total that was garnished and they can just pay the difference.
- If the student is withdrawing and are on the list they will need to pay the full amount that is owed. The parents will need to fill out a refund form and once we receive the money we will send the refund out.

7. Receive the Check-Central Office

- The check and the list will need to be copied. 1 for file, 1 for DAR, and 1 for checking the totals.
- Once we receive the check CO will put the DD139's in order with the list that comes with the check.
- The totals on the check list need to match what I put on the DD139
- Central Office will enter all the amounts in the computer on a Saturday
- Central Office will close the day and print reports
- Central Office will deposit Check and do DAR

THIS PROCESS WILL START ALL OVER ON THE NEXT 1ST AFTER ALL MONEY IS ENTERED!!!!

Elaine Dawkins


Food Service Director

Gary Gerstner


Community Superintendent
DODEA Americas Southeast District