



Agency Relations
Late Fee Policy
Date 09-18-2019

Feeding America West Michigan
864 West River Center Drive
Comstock Park, MI 49321

Dear Partner Agency,

Starting November 1st 2019 Feeding America West Michigan late fee policy will be as follows:

- All agencies are required to pay by 30 days, per our Policy and Procedures document that is provided at every monitoring and can be found on our website.
- Agencies having past due balances at 30 days will receive a warning by mail.
- At 60 days the agency will be assessed a late fee of \$35.00. A copy of the past due statement and the late fee invoice will be mailed to the agency.
- At 90 days the agency will be suspended.
- Once suspended, the agency must pay the entire balance due, including the late fee prior to being unsuspended.

Please direct any questions on this policy to the Agency Relations Department.

Denise Sweet
Agency Relations Manager
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