

OUTSTANDING FOOD SERVICE CHARGES

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The Board of Education understands a student may forget to bring lunch, as applicable, or money to purchase lunch to school on a school day. When this happens, the food service program will provide the student with lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student's school lunch bill is in arrears. The school district will manage a student's lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.

In the event a student's school lunch bill is in arrears, the Principal or designee shall contact the student's parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student's parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student's parent to provide a second notice that their child's lunch bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student will be provided a basic lunch as outlined by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture.

In addition, the procedures below will be followed.

- If a student is in arrears and has money to pay for lunch, the money will first be applied to the student's outstanding balance.
- A la carte, snacks or beverages may not be purchased or charged under any circumstances.

A parent who has received a second notice their child's lunch bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter. In the event the parent refuses to meet with the Principal or designee or is unable to resolve the matter, the Principal or designee can report the parent's failure to provide lunch, as applicable, for the child, to the New Jersey Department of Children and Families, Division of Child Protection and Permanency. In addition, the District may initiate collection procedures on all unresolved balances starting with a letter to the responsible party.



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In accordance with the provisions of the United States Department of Agriculture, this Policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year. The school district may post this Policy on the school or school district's website provided there is a method in place to ensure this Policy reaches all households, particularly those households without access to a computer or the Internet.

This Policy shall also be provided to all school and food service staff responsible for the enforcement of this Policy, including school administrators to ensure this Policy is supported.

The food service program will comply with all meal charge policy requirements of the United States and New Jersey Department of Agriculture and N.J.S.A. 18A:33-21.

N.J.S.A. 18A:33-21

United States Department of Agriculture SP 23-2017 – March 23, 2017

Adopted: 11 January 2016

Revised: 17 July 2017

