

## District Policy

### 8550- UNPAID MEAL CHARGES/OUTSTANDING FOOD SERVICE CHARGES

Section: Operations

Date Created: August, 2017

Date Edited: September, 2019

The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will provide a student a breakfast or 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 breakfast or lunch bill is in arrears. The school district will manage a student's breakfast or 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 there are no funds in a student's account, or a student's school lunch or breakfast bill is in arrears, the student will not be permitted to charge a la carte items. In the event a student's school lunch or breakfast bill is in arrears in excess of \$10.00, the student will continue to receive lunch or breakfast and their account will be charged accordingly; however, the Superintendent or designee shall contact the student's parent in writing 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. In the event a student's school lunch or breakfast bill is in arrears in excess of \$25.00, the student will continue to receive lunch or breakfast and their account will be charged accordingly; however, the building principal or guidance counselor will contact the parents via telephone to discuss the amount of the outstanding balance and any current familial needs. Parents will be encouraged to complete a Free and Reduced Price School Meals Application, if one is not already on file. The parent will be provided a period of ten school days to pay the full amount due. If the student's parent does not make full payment to the Business Administrator or designee by the end of the ten school days, the Superintendent or designee shall again contact the student's parent in writing and via telephone to provide an updated notice that their child's breakfast or lunch bill is in arrears. If payment in full is not made within ten days from the date of the second notice, the student will still be provided breakfast or lunch from the standard meal choices of the day and the Superintendent or designee shall again contact the student's parent in writing, weekly, to provide an updated notice that their child's breakfast or lunch bill is in arrears. If the bill is in arrears in excess of \$75.00, the parents will be required to attend an in-person meeting with the Superintendent or designee, the Business Administrator or designee, and the Building Principal to address the outstanding balance. Payment in full must be provided by the parent within ten school days after this meeting. Failure to address the arrears will result in the matter being governed by Policy 5513-Care of School Property.

If the student's breakfast or lunch bill is in arrears, but the student has the money to purchase breakfast or lunch, the student will be provided breakfast or lunch and the food service program will not use the student's money to repay previously unpaid charges if the

student intended to use the money to purchase that day's meal. The student will not be permitted to purchase a la carte items.

The food service program will prevent the overt identification of children through the method of payment used to purchase a meal and whose breakfast or lunch bill is in arrears.

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

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