

Hackettstown Board of Education

Home

< Prev

Next >



Search District Policies

District Policies TOC

District Policy

8550- OUTSTANDING FOOD SERVICE CHARGES

Section: Operations
 Date Created: November, 2015
 Date Edited: August, 2018

Procedures for Charging Lunch

In the event a student's school lunch or breakfast bill is in arrears, the Principal or his or her designee shall contact the student's parent/guardian to provide notice of the amount in arrears and shall provide the parent/guardian a period of 10 school days to pay the full amount due. If the student's parent/guardian does not make full payment to the school by the end of the 10 school days, the Principal or his or her designee shall again contact the student's parent/guardian to provide a second notice that their child's lunch or breakfast bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student may not be served school breakfast or lunch, as applicable, beginning the eighth calendar day from the date of the second notice (N.J.S.A. 18A:33-21).

Students without breakfast/lunch or meal money may receive a meal through the school meal program according to the following rules:

- A. Students without breakfast/lunch meal money shall be allowed to select a meal from a limited menu not to exceed the reimbursable meal allowance and shall not be permitted ala carte items, or other food charges during the school day;
- B. Payment on the charge should be made by the student the following school day;
- C. The Food Service Company shall notify the Principal or designee when the student has accumulated three (3) unpaid meal charges;
- D. The Principal or his/her designee shall notify parents/guardians of the breakfast/lunch arrears. This shall constitute the first notification in accordance with law (N.J.S.A. 18A:33-21). The notification shall include:
 1. The Board policy **8550** Outstanding Food Service Charges;
 2. The requirement that payment be made within ten school days;
 3. A statement of the meal charges, that includes instruction for payment;
 4. A description and price list for the school breakfast/lunch program;
 5. Information regarding participation in the federal free or reduced price lunches, milk program;

6. A request to schedule a conference to investigate and address the problem and to ascertain to what degree the student is responsible or if there are mitigating circumstances or financial hardship that are contributing to the problem;
- E. Following the first notice, the district shall continue to provide the student with a meal (lunch and/or breakfast). When payment is not received within ten school days following the first notice, the Principal or designee shall provide the second notification of the arrears. The second notice shall be mailed/emailed to the student and the parents/guardians and include:
1. A statement that if payment in full is not made within one week from the date of the second notice, the student may not be served school breakfast or lunch, as applicable, beginning the eighth calendar day from the date of the second notice;
 2. The Board policy **8550** Outstanding Food Service Charges;
 3. A statement of the meal charges, that includes instructions for payment;
 4. A request to schedule a conference with the Principal to discuss the arrears;
 5. As necessary and appropriate notification that the district shall make a report to the Division of Child Protection and Permanence;
 6. As necessary and appropriate, notification that the district will enforce collection efforts and related fees, including filing a cause of action in small claims court.
- F. Qualified students receiving assistance according to Policy 8540 Free and Reduced Rate Meals who accumulate arrears shall continue to receive a meal not to exceed the reimbursable meal allowance regardless of a bill in arrears. The student shall not, however, be permitted ala carte items, or other food charges during the school day;
- G. Students found responsible for repeatedly forgetting breakfast/lunch or meal money shall be considered unprepared for school may be subject to consequences including loss of privileges and detention according to the school code of student conduct;
- H. If payment in full is not made within one week from the date of the second notice, the student shall not be served school breakfast or lunch, as applicable, beginning the eighth calendar day from the date of the second notice;

Restrictions related to the purchase of ala carte items or other foods that are offered as part of the school meal program shall cease upon payment of the charges in arrears.

Payment of Charges

The Principal or designee shall be responsible for tracking and billing all lunch accounts in arrears. The following guidelines shall apply:

- A. Charges will show a negative account balance on the student's school meal program account, and billed, at a minimum, quarterly to the parent/guardian;
- B. Payments on charges shall be brought directly to the main office or mailed to the main office;
- C. The payment shall be recorded and a receipt generated and given or mailed in acknowledgement of payment received according to the established district business procedures.

Implementation

The policy shall be communicated in writing at the start of the school year to the families of enrolled students and students whose families are transferring into the district. The policy may be distributed in writing, posted in the student handbook, and/or posted on the school and/or district website to meet this communication requirement.

The policy shall be reviewed regularly and updated as necessary.

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

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

Adopted: 18 Nov 2015

Revised: 18 May 2016

Revised: 20 Sept 2017

Revised: 15 Aug 2018

