

## **8550 FOOD SERVICE OUTSTANDING CHARGES**

The Board of Education understands a pupil 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 the pupil with 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 pupil's school breakfast/lunch bill is in arrears. The school district will manage a pupil'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 a pupil's school lunch or breakfast bill is in arrears, the Principal or designee shall contact the pupil'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 pupil's parent does not make full payment to the Principal or designee by the end of the tenth school day, the Principal or designee shall again contact the pupil's parent 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 elementary and intermediate school pupil will continue to be provided a basic lunch that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture beginning the eighth calendar day from the date of the second notice. The high school student will not receive any meals until the balance is paid in full.

In addition, the procedures below will be followed:

- If a pupil is in arrears and has money to pay for a meal, the money will first be applied to the pupil's outstanding balance.
- A la carte, snacks or beverages may not be charged under any circumstances
- Charging by adults is strictly prohibited
- Pupils in arrears will not be able to purchase a la carte, snacks or beverages
- All transactions must be processed through the food service cashier

Within 30 days of a negative balance, collection procedures will be initiated on all unresolved balances starting with a letter to the responsible party. If there is no response, a second letter will be sent. After it is judged that the usual method to collect the money owed the district have failed, then legal action may be taken to collect.

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

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