

8550 UNPAID MEAL CHARGES/OUTSTANDING FOOD SERVICE CHARGES

While the Board of Education understands that there may be occasions when students fail to bring the required lunch money to school, the cafeteria personnel are not empowered to extend unlimited credit to students. In the event that a student does not bring money to purchase lunch, the following procedures will be followed:

- **First Occurrence:** Lunch will be provided and the student will be reminded that he/she must bring lunch or lunch money to school. The student will be advised that he/she is expected to bring payment for the charged lunch the following day.
- **Second Occurrence:** Lunch will be provided and a note will be sent home by the cafeteria manager indicating that lunch or lunch money must be brought to school every day and that students will be allowed to receive a regular lunch on credit only twice. The note will also state that payment must be made the next day for the charged lunches.
- **Third or More Occurrences:** Students will receive a substitute lunch consisting of a nutritious alternate meal.
- If charges have not been paid after the third charged meal, a letter will be mailed to the student's parents from the cafeteria manager indicating that lunch or lunch money must be brought to school every day and that the student has received two regular lunches on credit. The letter will list the amount due and state that payment must be made the next day for the charged lunches and that failure to pay for school lunches may result in court action taken by the district against the parents.
- The district may initiate legal action against parents three weeks after the written notification of charges in excess of \$50. The parents will be responsible for the lunch charges and applicable court expenses after legal papers are filed.
- Students may not charge snacks at any time.
- All charged lunches must be paid prior to receiving the regular school lunch.

Students charging lunch may be asked to stand at the end of the serving line in order to keep the line moving quickly, and to provide time for the cashier to complete any forms required to prepare a record of students charging lunch.



POLICY

WEYMOUTH TOWNSHIP BOARD OF EDUCATION

OPERATIONS
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Unpaid Meal Charges/Outstanding Food Service Charges

Procedures

In accordance with the provisions of State law, if any money is owed for a student's school meals, the designated administrator shall contact the student's parent and provide notice of the debt before discontinuing meal service.

The designated administrator shall allow a period of ten school days for the parent to pay the amount due.

If the parent does not make full payment by the end of the ten school days, a second letter will be sent by the designated administrator, stating that the student will not be served a school meal beginning five school days from the date of the second notice, unless payment is made in full.

Students may receive an alternate meal during the period that regular meals have been suspended. This alternative meal shall provide adequate nutritional-benefits to the student and will be prepared in consideration of any food allergies the student may have.

Provided the designated administrator has sent the required letters to parents, as noted above, after three meal charges, students will not be permitted to participate in the school breakfast program until meal charges are paid in full.

Any and all payments submitted by parents to cover charged meals shall be accounted for by the designated employee.

Notification

A copy of this Policy shall be provided in writing to all households at the start of each school year and to households whose children transfer into the district during the school year. It is recommended that a copy of the policy be included in student handbooks and/or online. Multiple methods of communication with parents should be used whenever possible.

Additionally, all staff members shall be provided with a copy of this Policy to ensure proper enforcement.

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: 25 October 2018

