

OUTSTANDING FOOD SERVICE CHARGES **(BOE POLICY #3250.1)**

The Board of Education acknowledges that the District's breakfast and lunch programs provide an important service to the students in the District. Statutes and regulations governing school breakfast and lunch programs underscore the importance of this. Furthermore, the Board of Education acknowledges its responsibility to ensure that food services operations are managed in a fiscally sound manner.

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 the student 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 student's school breakfast/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 a student's lunch or breakfast bill is in arrears, the District Food Services Manager shall notify the student's parents/guardians in writing and shall provide the parents/guardians a period of ten school days to pay the full amount due. If the student's parents/guardians do not make full payment by the end of the ten school days, the District Food Services Manager shall again contact the student's parents/guardians to provide a second notice that their child's lunch or breakfast bill is in arrears. Further, if payment in full is not made within one week from the date of the second notice and the amount owed is (\$50.00) fifty dollars or more, the student will 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. Additionally, the student will not be permitted to charge breakfast or snack.

The Food Services Manager shall provide a list of students with balances in arrears to the Principal. The Principal or designee shall contact the student's parents/guardians to discuss the situation and determine how the matter can be resolved. When a parent's/guardian's routine failure to provide breakfast or lunch is reasonably suspected to be evidence of child abuse or neglect, the principal or his or her designee may report such suspicion to the Division of Child Protection and Permanency as required by board policy and law (see board policy 5141.4 Child Abuse and Neglect; and N.J.S.A. 9:6-8.10).

When the arrearage in an individual student's account totals \$100.00 or more, the Superintendent and School Business Administrator shall review the circumstances and take necessary action which may include conferencing with the parent/guardian, referral to a collection agency, and/or other steps deemed appropriate. Such cases shall be reported to the Board of Education.

The Superintendent, along with the School Business Administrator and District Food Services Manager, shall promulgate any additional administrative procedures necessary to effectively implement this policy.

The provisions of N.J.S.A. 18A:33-21 and this Policy will be made available to parents/guardians of all children in the school district in a manner as determined by the Superintendent.

Key Words: School Lunch, Food Service, Nutrition, Wellness,

<u>Legal References:</u>	<u>N.J.S.A.</u> 9:6-1	Abuse, abandonment, cruelty and neglect of child
	<u>N.J.S.A.</u> 9:6-10	Report of abuse
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:18A-5	Exceptions to requirement for advertising

See particularly:

N.J.S.A. 18A:18A-5a(6)

N.J.S.A. 18A:18A-6

Standards for purchase of fresh milk; penalties; rules and regulations

N.J.S.A. 18A:33-3

through -5

Cafeterias for students

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

School meals, notification to parent of payment in arrears before denying

N.J.S.A. 18A:54-20

Powers of board (county vocational schools)

N.J.S.A. 18A:58-7.1

through -7.2

School lunch program ...

N.J.A.C. 2:36-1.1 et seq.

Child Nutrition Programs

N.J.A.C. 6A:23A-16.5

Supplies and equipment

N.J.A.C. 6A:30-1.1 et seq.

Evaluation of the Performance of School Districts

N.J.A.C. 6A:32-12.1

Reporting requirements

N.J.A.C. 6A:32-14.1

Review of mandated programs and services

Possible

Cross References:

*1200	Participation by the public
*1220	<u>Ad hoc</u> advisory committees
*3000/3010	Concepts and roles in business and non-instructional operations; goals and objectives
*3220/3230	State funds; federal funds
*3450	Money in school buildings
*3510	Operation and maintenance of plant
*3542.1	Local wellness/Nutrition
*3542.31	Free or reduced-price lunches/milk
*3542.44	Purchasing
*4222	Non-instructional aides
*5131	Conduct/discipline
9123	Appointment of board secretary
9124	Appointment of business official

*Indicates policy is included in the Critical Policy Reference Manual.

BOARD APPROVED: August 28, 2017