

Elsinboro Township Board of Education District Policy Manual

Business & Non-Instructional Operations

Series 3000

Meals on Credit / Charged Meals

Policy 3542.46

Date Adopted: November 11, 2008

Date Revised: October 9, 2012, June 19, 2017

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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 nutritionally adequate meal and milk.
- If charges have not been paid after the third charged meal, a letter will be mailed to the student's parents/guardians 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/guardians.
- The district may initiate legal action against parents/guardians three weeks after the written notification of charges in excess of \$50.00. The parents/guardians 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.

Procedure

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/guardian and provide notice of the debt before discontinuing meal service.

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The designated administrator shall allow a period of ten (10) school days for the parent/guardian to pay the amount due.

If the parent/guardian does not make full payment by the end of the ten (10) 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 (5) 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/guardians, as noted above, after three (3) meal charges, students may not be permitted to participate in the school lunch or breakfast program until meal charges are paid in full.

Any and all payments submitted by parents/guardians 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/guardians should be used whenever possible.

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

Legal References

NJSA 18A:11-1 General mandatory powers and duties

Possible Cross References

3542, 3542.31, 5131