

**GREENWICH TOWNSHIP BOARD OF EDUCATION**  
**415 SWEDESBO ROAD, GIBBSTOWN, NEW JERSEY 08027**

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Scott A. Campbell  
School Business Administrator/Board Secretary

Phone: (856) 224-4900 x 2120  
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May 5, 2021

**FOOD SERVICE DEPARTMENT**  
**LUNCH CHARGE POLICY**

It is the policy of the district to allow pupils in the Elementary and Middle Schools to charge a meal on the occasion when they may have lost or forgotten their lunch money.

The following procedures will be followed in the Elementary and Middle School Cafeterias for the 2021/22 school year:

- A. On the first occasion, the pupil will be served the meal of their choice.
- B. On the second and third occasions, the pupil may be served an alternate lunch; for example, a cheese sandwich, fruit, vegetable, and milk. The district will provide a lunch that includes the necessary components as required by the New Jersey Division of Child Nutrition.
- C. If the charges have not been paid after the third charge, a letter will be mailed to the pupil's parent(s) or legal guardian(s), followed by a phone call from the Principal.
- D. 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.
- E. Any future charges will only be allowed on a case-by-case basis as determined by both the Food Service Director and Principal.
- F. The school district has a POS (Point of Sale) system that has been in effect since the 2010/11 school year. Deposits made into student accounts minimize the amount of cash handled by the pupils.

If you have any questions regarding the above District Policy, contact Mr. Scott A. Campbell, School Business Administrator/Board Secretary at 224-4900 x 2120.

CC: Dr. Jennifer Foley-Hindman, Chief School Administrator/Principal  
Mrs. Alisa Whitcraft, Broad Street School Principal  
District Web Site

Approved by Board of Education on May 10, 2021