

Upper Deerfield Township Board of Education District Policy Manual

Business & Non-Instructional Operations
Meals on Credit / Charged Meals

Series 3000
Policy 3542.46

Date Adopted: June 22, 2017

Date Revised

Page 1 of 1

While the Board of Education understands that there may be occasions when students fail to bring the required meal money to school, the cafeteria personnel are not empowered to extend unlimited credit to students and shall notify the designated school building administrator of student account debt/delinquency for meal services.

In accordance with the provisions of state and federal law, if any money is owed for a student's school meals, the designated school building administrator shall contact the student's parent/guardian and provide notice of the debt before discontinuing meal service. If a child has money to purchase a reduced or full priced meal at the time of meal service, the child must be provided a meal. This money, in accordance with federal and state law, may not be used by the food service provider to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.

The designated school building 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, 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. Please note that there is no requirement in federal or state law to provide an alternate meal.

Provided the designated school building administrator has sent the required letters to parents/guardians, as noted above, after three (3) 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/guardians to cover charged meals shall be accounted for by the designated employee in conjunction with the food service provider. No schools may enlist the assistance of unauthorized persons, such as parent or guardian volunteers to follow up with debt collection efforts.

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. A copy of this policy shall be included in student handbooks and online. Multiple methods of communication with parents/guardians should be used whenever possible.

Additionally, all staff members, including the food service provider, shall be provided with a copy of this policy to ensure proper enforcement.

Legal References

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

TO BE FINAL APPROVED AT THE SEPTEMBER 26TH, 2017 BOARD OF EDUCATION MEETING.