

Policy

SCHOOL FOOD SERVICE PROGRAM ARREARS

The school food service program shall make a nutritionally adequate food service (breakfast and/or lunch) available to every student and shall operate on the most economically feasible basis. It shall be operated in strict compliance with all laws and regulations pertaining to health; sanitation and safety; internal accounting; employment practices; nutritional standards; costs of food services; periodic reporting required by New Jersey law; the School Breakfast Program; National School Lunch Program; and the Special Milk Program.

The board of education believes that regularly consumed nutrition helps maintain the students' energy and facilitates concentration, supporting student achievement (see board policy 3542.1 Wellness and Nutrition). Therefore, it is the expectation of the board that students with the assistance of their parents/guardians come prepared for school each day with breakfast/lunch/milk money. Students repeatedly forgetting their breakfast or lunch money may be subject to consequences including a parent/guardian conference, and/or loss of privileges, and/or detention if the failure to bring money to school is determined to be a violation of the school code of student conduct.

Qualified students whose families have a financial hardship may apply for assistance according to policy 3542.31 Free or Reduced Price Lunches. The procedures for the administration of the free and reduced priced breakfast and lunch will be the same as those prescribed in current state and federal laws and regulations.

The board shall strive to make affordable food services available to all students. Students who do not qualify for free or reduced price food services or milk may receive school breakfast, lunch and milk through the school food service program for a fee that is approved by the board. Any student who has a hardship but does not qualify for free and reduced price lunches or milk, may be considered for other assistance on a case-by-case basis.

The purchase of food services through the school program shall be optional and shall not prevent any student from bringing their own breakfast or lunch to school.

The school business administrator shall be responsible for the accounting and tracking of revenues and expenses generated by the school food service program. The principal or his or her designee shall oversee the notification of parents/guardians for the payment of charges and arrears associated with the school food service program. Being in arrears shall be defined as being behind in food service payments due resulting in a debt or liability to the district.

Procedures for Charging for Breakfast and Lunch

In the event a student's school breakfast or lunch account is in arrears, the principal or his or her designee shall contact the student's parent/guardian to provide notice of the amount in arrears and shall provide the parent/guardian a period of ten (10) school days to pay the full amount due. If the student's parent/guardian does not make full payment to the school by the end of the ten (10) school days, the principal or his or her designee shall again contact the student's parent/guardian to provide a second notice that their child's breakfast or lunch account is in arrears. If payment in full is not made within one (1) week from the date of the second notice, the student may not be served school breakfast or lunch, as applicable, beginning the eighth calendar day from the date of the second notice (N.J.S.A. 18A:33-21).

The building principal or his or her designee shall implement appropriate measures that ensure that students who cannot pay for school breakfast or school lunch or whose school breakfast or school lunch bill is in arrears shall not be publicly identified or stigmatized.

SCHOOL FOOD SERVICE PROGRAM ARREARS (continued)

Students without breakfast/lunch money may receive breakfast or lunch through the school food service program according to the following rules:

- A. Students without breakfast or lunch money shall be allowed to select a breakfast or lunch from a limited menu not to exceed the reimbursable food service allowance and shall not be permitted ala carte items, or other food charges during the school day;
- B. Payment on the charge should be made by the student the following school day;
- C. The school business administrator or designee shall notify the principal when the student has accumulated three (3) unpaid food service charges;
- D. The principal or his or her designee shall notify parents/guardians of the breakfast and/or lunch arrears. This shall constitute the first notification in accordance with law (N.J.S.A. 18A:33-21). The notification shall include:
 1. The board policy 3542.2 School Food Service Program Arrears;
 2. The requirement that payment be made within ten school days;
 3. A statement of the food service charges, that includes instructions for payment;
 4. A description and price list for the school breakfast/lunch program;
 5. Information regarding participation in the federal free or reduced price lunches and milk program;
 6. A request to schedule a conference to investigate and address the problem and to ascertain to what degree the student is responsible or if there are mitigating circumstances or financial hardship that are contributing to the problem;
- E. Following the first notice the district shall continue to provide the student with a food service (lunch and/or breakfast). When payment is not received within ten (10) school days following the first notice, the principal or his or her designee shall provide the second notification of the arrears. The second notice shall be mailed/mailed to the student and the parents/guardians and include:
 1. A statement that if payment in full is not made within one week from the date of the second notice, the student may not be served school breakfast or lunch, as applicable, beginning the eighth calendar day from the date of the second notice;
 2. The board policy 3542.2 School Food service Program Arrears;
 3. A statement of the food service charges, that includes instructions for payment;
 4. A request to schedule a conference with the principal to discuss the arrears;
 5. As necessary and appropriate, notification that the district shall make a report to the New Jersey Division of Child Protection and Permanence;
 6. As necessary and appropriate notification, that the district will enforce collection efforts and related fees, including filing a legal action in the Superior Court of New Jersey.
- F. Qualified students receiving assistance according to policy 3542.31 Free or Reduced Price Lunches who accumulate arrears shall continue to receive a food service not to exceed the reimbursable food service allowance regardless of a bill in arrears. The student shall not, however, be permitted ala carte items, or other food charges during the school day;
- G. Students found responsible for repeatedly forgetting food service money shall be considered unprepared for school and may be subject to consequences including loss of privileges and detention if the actions of the student is determined to be a violation of the school code of student conduct;
- H. A food service from a limited menu not to exceed the reimbursable food service allowance shall always be provided to students who do not have food service money. The student shall not be permitted ala carte items, or other food charges during the school day.

Restrictions related to the purchase of ala carte items or other foods that are offered as part of the school food service program shall cease upon payment of the charges in arrears.

SCHOOL FOOD SERVICE PROGRAM ARREARS (continued)Payment of Charges

The school business administrator shall be responsible for tracking and billing all breakfast and lunch accounts in arrears. The following guidelines shall apply:

- A. Charges will show a negative account balance on the student's school food service program account, and billed, at a minimum, quarterly to the parent/guardian;
- B. Payments on charges shall be brought directly to the school's main office or mailed to the school's main office;
- C. The payment shall be recorded and a receipt generated. The receipt shall be given or mailed in acknowledgement of payment received according to the established district business procedures.

Implementation

The policy shall be communicated in writing at the start of the school year to the families of enrolled students and students whose families are transferring into the district. The policy may be distributed in writing, posted in the student handbook, and/or posted on the school and/or district website to meet this communication requirement.

The policy shall be reviewed regularly and updated as necessary.

Adopted:
Revised:
Readopted:

Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

Key Words

School Lunch, Food Service, Nutrition, Wellness, Employee Conduct, Cell Phones, Text Messaging, E-Mail, Electronic Communication

<u>Legal References:</u>	<u>N.J.S.A. 2A:38A-1 et seq.</u>	Computer System
	<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
	<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:27-4</u>	Power of boards of education to make rules governing employment of teacher, etc.
	<u>N.J.S.A. 18A:36-35</u>	Disclosure of certain student information on Internet prohibited without parental consent
	<u>N.J.S.A. 18A:36-40</u>	Written policy concerning electronic communications between school employees and students
	<u>N.J.S.A. 18A:37-13 et seq.</u>	Anti-Bullying Bill of Rights Act
	<u>N.J.S.A. 18A:54-20</u>	Powers of board (county vocational schools)
	<u>N.J.S.A. 47:3-15 et seq.</u>	Destruction of Public Records Law
	<u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers
	<u>N.J.A.C. 6A:9B-4.7</u>	Grounds for revocation and suspension of certification

In the Matter of Certificate of Weidemoyer, Exam 2010 April 29.

In the Matter of Certificates of Stenz, Exam 2010: March 25.

In the Matter of the Certificates of Alan Chadrijan, Exam 2011: July 28.

SCHOOL FOOD SERVICE PROGRAM ARREARS (continued)

In the Matter of Rhaney, Exam 2011: June 16.

In the Matter of Young, Exam: 2011: Sept 22.

In Re Cluggish, Exam 2011, Dec 16.

Possible

<u>Cross References:</u> *2224	Nondiscrimination/affirmative action
*3570	District records
*4111.1	Nondiscrimination/affirmative action
4117.50	Standards for staff discipline
*4119.21	Conflict of interest
*4119.22	Conduct and dress
*4119.23	Employee substance abuse
4119.24	Staff/pupil relations
*4131/4131.1	Staff development, inservice education, visitation, conferences
*4211.1	Nondiscrimination/affirmative action
*4219.21	Conflict of interest
*4219.22	Conduct and dress
*4219.23	Employee substance abuse
4219.24	Staff/pupil relations
*4231/4231.1	Staff development, inservice education, visitation, conferences
*5125	Student records
*5131	Conduct and discipline
*5131.1	Harassment, intimidation and bullying
*6121	Nondiscrimination/affirmative action
*6142.10	Internet safety and technology
*6144	Controversial issues
*6173	Home instruction

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