
Business & Non-Instructional Operations

Meals on Credit/Charged Meals

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. In the event that a student does not bring money to purchase meals, the following procedures will be followed:

- Elementary, Middle and High School Students (K-12) may charge a maximum of \$15.00 and receive the meal requested. The student will be reminded that he/she must bring meal money to school. The student will be advised that he/she is expected to bring payment for the charged meal the following day.
- After a student reaches fifteen (\$15.00) in charges, a letter will be mailed to the student's parents/guardians from the cafeteria manager or their designee, indicating that meal money must be brought to school every day and that the student has received meals on credit. The letter will also state that the student will receive a substitute meal until the charges are paid in full. They will further be advised that failure to pay for school meals will result in referral to the school administration and may result in court action being taken by the district against the parents/guardians.
- On reaching a maximum in charges of fifteen (\$15.00) students will receive a substitute cold, nutritionally adequate meal which will be charged to the student's account.
- If there is no response from the parent(s)/guardian(s) within 7 days of the first notification a second letter will be sent by the cafeteria manager or their designee to the parent(s)/guardian(s) noting that this is a second notice and if the balance owed is not received within 7 days the matter will be referred to the administration for further action.
- The second letter will list the amount due and the student will continue to receive and their account charged for an alternate meal. The matter with copies of letters and any other necessary information will be referred to the administration for further action to be taken.
- The administrator or his/her designee will call the parent(s)/guardian(s) within 7 days advising of the charges to determine when the amount owed can be expected to be received by the school district. If the charges are not brought current within 30 days (and/or a payment plan implemented) of the initial contact the matter will be forwarded with appropriate/necessary information to the Business Administrator/Board Secretary's Office for further collection reconciliation. If necessary/applicable, parent(s)/guardian(s) will be charged a bounced check fee in accordance with bank charges.
- The district may initiate legal action against parents/guardians three weeks after the written notification of charges in excess of fifty (\$50.00). The parent(s)/guardian(s) will be responsible for the meal charges and applicable court expenses after legal papers are filed.
- Students in arrears may not charge more than one meal per meal period.
- Students may not charge snacks at any time.
- All charged meals must be paid prior to receiving the regular school meal.
- Students will still be charged for the substitute meal.

Legal References:

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

Possible Cross References:

3542, 3542.1, 3542.31

Adopted: February 3, 2015