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**David Oliveira**  
Business Administrator/Board Secretary

## 2017-2018 Meal Charging Policy

Dear Parents and Guardians,

The Piscataway Board of Education has contracted with Sodexo Food Service to provide nutritionally balanced breakfasts and lunches daily at each school building. The food service program is operated in accordance with district policy and all laws and regulations of the New Jersey Department of Agriculture, National School Breakfast Program, and National School Lunch Program.

The Board of Education expects all parents/guardians to pay for their child's meals on a daily basis through the use of the MealTime Online payment management system or with cash purchases. In the event of an emergency, the Board of Education has developed a policy related to the purchase of student meals on a credit basis.

Students are permitted, within the following limitations, to charge a complete meal on a temporary credit basis. Students are *not* allowed to purchase snacks or a-la-carte items on a credit basis. Please note that parents are still responsible for paying for meals purchased on a credit basis. If a parent/guardian fails to pay their child's account balance, notification of the debt will occur in the following manner:

- An email will be sent to all accounts with a negative balance on the 1<sup>st</sup> day of each month.
- An email will be sent to all accounts with a negative balance greater than \$25 the 15<sup>th</sup> day of each month. The email will contain information about options for assistance available to families experiencing financial hardship.
- Accounts with a negative balance greater than \$25 will have their access to Genesis suspended.
- Accounts with a negative balance greater than \$75 will receive a phone call from the Principal or designee the 15<sup>th</sup> day of each month.

Additional information regarding the district's meal charging policy can be found in Policy 8550 Unpaid Meal Charges/Outstanding Food Service Charges, which is attached for your review.

If you have any questions regarding payment for school meals or the district's meal charging policy, please contact Sodexo at 732-981-0790, Ext. 2289, or the Business Office at 732-572-2289, Ext. 2507.

Sincerely,

David Oliveira  
Business Administrator/Board Secretary

# PISCATAWAY BOARD OF EDUCATION

FILE CODE: 8550

Policy	<u>      </u> <u>  X  </u> <u>      </u>	Monitored Mandated Other Reasons
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## UNPAID MEAL CHARGES/OUTSTANDING FOOD SERVICE CHARGES

The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. It is the philosophy of the district that hunger will negatively impact a student's educational experience, and that therefore no student be without food during the school day.

When a student's account does not contain sufficient funds to purchase a standard paid lunch, students may receive standard paid lunches on a temporary-credit basis. Students will not be permitted to purchase a la carte items or snacks on a temporary-credit basis.

In the absence of payment of the full account balance, parents/guardians will be notified of the debt in the following manner:

- An email will be sent to all accounts with a negative balance the 1<sup>st</sup> day of each month.
- An email will be sent to all accounts with a negative balance greater than \$25 the 15<sup>th</sup> day of each month. The email will contain information about options for assistance available to families experiencing financial hardship.
- Accounts with a negative balance greater than \$25 will have their access to Genesis suspended.
- Accounts with a negative balance greater than \$75 will receive a phone call from the Principal or designee the 15<sup>th</sup> day of each month.

Parents / guardians are responsible for monitoring the amount of money in their students' accounts and for paying balances due in a timely manner. The business administrator is responsible for the administration and operation of the school lunch program in keeping with federal and state laws and the policies and directives of the board.

A parent who has received a phone call about their students' account being in arrears and who has not made payment within one week from the date of the phone call will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.

When a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

In accordance with the provisions of the United States Department of Agriculture, this Policy shall be provided in writing to all households at the start of each school year and to households transferring to

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## Unpaid Meal Charges/Outstanding Food Service Charges (continued)

the school or school district during the school year. The school district may post this Policy on the school or school district's website provided there is a method in place to ensure this Policy reaches all households, particularly those households without access to a computer or the Internet.

This Policy shall also be provided to all school and food service staff responsible for the enforcement of this Policy, including school administrators to ensure this Policy is supported. The food service program will comply with all meal charge policy requirements of the United States and New Jersey Department of Agriculture and N.J.S.A. 18A:33-21.

N.J.S.A. 18A:33-21

United States Department of Agriculture SP 23-2017 – March 23, 2017