

SCHOOL MEAL PROGRAM ARREARS

The purpose of this regulation is to establish consistent meal count procedures throughout the district to ensure all pupils dependent upon the school lunch program receive a nutritious meal while preventing unpaid charges from placing a financial strain on the food services department. The goals of this regulation are:

1. To establish a consistent district procedure regarding charges and collection of charges.
 2. To treat all pupils with dignity in the serving line regarding meal accounts.
 3. To establish procedures that are age appropriate.
 4. To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the pupil.
- A. Scope of Responsibility:
1. The food services department is responsible for maintaining charge records and notifying the school district of outstanding balances. The food services department is also responsible for notifying the pupil's parent/guardian of low or outstanding balances.
 2. The school district is responsible for supporting the food service department in collection activities.
 3. The parent/guardian is responsible for immediate payment. Pupils/parents/guardians may pay for meals with cash, checks made payable to the Sayreville School District Cafeteria, or online via www.myschoolbucks.com. Funds should be maintained in accounts to minimize the possibility that a child may be without money on any given day. It is encouraged that all parents/guardians sign their children up for an account with my school bucks to monitor their child's meal transactions regardless of using the online payment option.
- B. Administration
1. Free lunch pupils are allowed to have a free reimbursable meal every day. Ala carte items are not part of the USDA meal program and must be paid for as purchased.
 2. If a pupil has a negative or zero balance they will be allowed to charge a regular reimbursable meal and will continue to accrue a negative balance until the account is paid

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in full. Charged meals are expected to be paid off by the next school day.

3. If a pupil has a negative balance they will not be able to charge snacks or ala carte items until the negative balance is paid in full. Similarly, cash purchases of snacks or ala carte items will not be allowed until the negative balance is paid in full.
4. All negative balances will trigger an email alert to the parent/guardian on a daily basis.
5. If an account balance reaches -\$18.00, an automated phone call will be made to those households alerting the parent /guardian that there is a negative meal balance to reconcile.
6. If the negative balance still remains between -\$18.00 and -\$54.00, the food services department will make a follow up phone call to the parent/guardian. This phone call will be followed up with a letter summarizing the phone conversation/voice message and a copy of a free & reduced meal application if needed. Daily email alerts will continue to happen as well.
7. The food services department will notify a school guidance counselor if a pupil's account balance reaches -\$54.00. The school guidance counselor will contact the parent/guardian for a conference.
8. If the account balance reaches -\$72.00, an alternate meal will be the only option and the food services department will notify the school principal. The school principal or designee will notify the parent/guardian that the pupil may only have an alternate meal until the account is made current.
9. If the account balance reaches -\$90.00, the school principal may refer the matter to the Sayreville Police Department for a pupil wellness check and the district may notify the Division of Child Protection and Permanency (DCPP).
10. Any negative balance at the end of the school year will result in denying access to the parent/guardian and child for electronic grade reporting, scheduling, and other related pupil information systems.
11. All seniors must pay off charges before receiving their cap & gown.
12. All negative balances not paid will carry over to the following school year.
13. Continued non-payment will result in the district filing a claim in small claims court against the parent/guardian. This would also apply to graduating seniors and pupils transferring out of the district with a negative balance.

D. Refunds

1. Graduating pupils with a positive account balance have an option to transfer the money into their sibling's account or request a refund. Both requests need to be in writing, either a letter or email, to the food services department.

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2. If a pupil is transferring out of the district and has a positive account balance, the parent/guardian may request a refund in writing, either a letter or email, to the food services department.

E. Unclaimed Funds

1. All refunds must be requested within a year.
2. Any unclaimed funds will then become the property of the Sayreville School District Food Services Department

Possible

<u>Cross References:</u>	1200	Participation by the public
	1220	<u>Ad hoc</u> advisory committees
	3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
	3220/3230	State funds; federal funds
	3250	Income from Fees, Fines, Charges
	3450	Money in school buildings
	3510	Operation and maintenance of plant
	3542	Food Service
	3542.1	Local Wellness / Nutrition
	3542.2	School Meal Program Arrears
	3542.31	Free or reduced-price lunches/milk
	3542.44	Purchasing
	4222	Noninstructional aides
	5131	Conduct/discipline

Key Words

School Lunch, Food Service, Nutrition, Wellness

Date Adopted:

Date Revised:

Rationale: New Regulation governing the specific procedures surrounding student debt collection