

## Board of Education Deptford Township

### OUTSTANDING FOOD SERVICE CHARGES

1. When a student reaches \$2.00 (this is equivalent to 5 reduced price meals @.40) as a charge, Food Service will generate a call from School Messenger home indicating payment must be made within 10 school days.
2. Students will not be permitted to charge ala carte items to their accounts if they have an outstanding balance on their account.

If payment is not made within 5 school days then:

1. A letter from Genesis will be generated and sent home (this will be done by Food Service), and another phone call from School Messenger will be sent indicating the student has an unpaid balance and the parents have 5 school days to resolve the matter.
2. If payment is not made within 5 school days, Food Service will contact the Principal of each school with a list of names and the charges owed.
3. Each Principal or designee will contact the parent via telephone and in writing, with a copy of the written notification to Food Service, and indicate that payment is to be made within 10 school days. At this time the Principal or designee should know whether a Free/Reduced Lunch Application has been submitted. If there has not been, the Principal or designee will ask the parent to fill a Free/Reduced Lunch Application and sent it back immediately. If a Free/Reduced Lunch Application has been filled out, the Principal or designee will advise that if financial circumstances have changed the parent can fill out a Free/Reduced Lunch Application at any time during the year.
4. If payment is not made within 10 school days, the Principal or designee shall again contact the student's parent to provide a second notice that their child's lunch or breakfast bill is in arrears.
5. If payment in full is not made within one week from the date of the second notice, the Principal or designee will request a meeting with the parent to discuss a resolution to the matter. If the parent refuses to meet with the Principal or designee or is unable to resolve the matter, the Principal or designee will report the parent's failure to provide breakfast or lunch for their child as applicable, to the New Jersey Department of Children and Families, Division of Child Protection and Permanency per Policy 8550.
6. The Business Office is willing to accept a weekly payment plan for past due charges if the parent is unable to pay the entire balance in full (with the exception that the past due amount be paid by

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the end of the school year and any money sent in for trips etc will be applied to the student's outstanding balance). A short written agreement will be prepared and sent to the Principal or designee for signatures (with originals sent back to the Business Office). Invoices will be prepared from the Business Office and mailed to the parent on a weekly basis. In this case, if the parent misses more than two (2) agreed upon payments the Principal will be notified and they will report the parent to the NJ Department of Children and Families.

7. Any money collected from students or parents for trips or other fundraisers must first be applied to the student's outstanding lunch balance. You may use Student Activity funds to pay for students to attend field trips if there is a need. However, student activities funds may not be used to satisfy an outstanding lunch balance.
8. A folder will be created at Step 2 in this process whereby all correspondence and attempts to contact parents will be kept for each individual student (this is the Principal's responsibility). The folder will be kept in each school and will be updated with payment plan details etc.
9. If the event a parent refuses to pay or does not comply with payment plans, the student's folder should be sent to the Superintendent's Office for review. That folder shall contain:
  1. Any record of School Messenger phone calls made
  2. Copies of Letters sent to Parents with time lines
  3. Any notes taken from a meeting with a parent
  4. Copy of the student's free/reduced lunch application
  5. Copy of payment plan and copy of payment schedule and payments made
  6. Food Service records showing meals and amounts charged.
  7. Any other information pertinent to this matter.

\*\*If a parent fills out a new application due to change in circumstance, the district will work with the parent in forgiveness of past charges. For instance, if the parent is deemed to be reduced we can ask them to pay the reduced rate and the balance will be written off.

Adopted: 8 December 2015