

Book Policy Manual
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 Title School Meal Program Arrears
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**THE VILLAGE CHARTER SCHOOL POLICY MANUAL
 Trenton, New Jersey**

FILE CODE: 3542.2

Policy

X	Monitored
	Mandated
X	Other Reasons

SCHOOL MEAL PROGRAM ARREARS

The Village Charter School meal program shall make a nutritionally adequate meal (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 meals; and periodic reporting required by New Jersey law.

The board of trustees 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 lunch/breakfast or meal money. Students repeatedly forgetting their breakfast or lunch meal or their meal money may be subject to consequences including parent/guardian conference, loss of privileges and detention according to 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, Milk. The procedures for the administration of the free and reduced price meal program of this school will be the same as those prescribed in current state and federal laws and regulations.

The board shall strive to make affordable meals available to all students. Students who do not qualify for free or reduced price meals or milk may receive school lunch through the school meal 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 meals through the school program shall be optional and shall not prevent any student from bringing their own lunch or breakfast to school.

The school business administrator shall be responsible for the accounting and tracking of revenues and expenses generated by the school meal 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 meal program. Being in arrears shall be defined as being behind in meal payments due, resulting in debt or liability to the school.

Procedures for Charging Lunch

In the event a student’s school lunch or breakfast bill 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 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 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 lunch or breakfast bill is in arrears. 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 ([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 a school breakfast or a school lunch or whose school breakfast or school lunch bill is in arrears shall not be publicly identified or stigmatized.

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

- A. Students without breakfast/lunch or meal money shall be allowed to select a meal from a limited menu not to exceed the reimbursable meal 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 shall notify the principal when the student has accumulated three (3) -- _____ **(OR select your own number)** unpaid meal charges;
- D. The principal or his or her designee shall notify parents/guardians of the breakfast/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 Meal Program Arrears;
 - 2. The requirement that payment be made within ten school days;
 - 3. 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;
 - 4. Information regarding participation in the federal free or reduced price lunches, milk program;
 - 5. A description and price list for the school breakfast/lunch program;
 - 6. A statement of the meal charges, that includes instructions for payment;
- E. Following the first notice the school shall continue to provide the student with a meal (lunch and/or breakfast). When payment is not received within ten 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/emailed 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. As necessary and appropriate notification that the school will enforce collection efforts and related fees, including filing a cause of action in small claims court.
 - 3. As necessary and appropriate notification that the school shall make a report to the Division of Child Protection and Permanence;
 - 4. A request to schedule a conference with the principal to discuss the arrears;
 - 5. A statement of the meal charges, that includes instructions for payment;
 - 6. The board policy 3542.2 School Meal Program Arrears;
- F. Qualified students receiving assistance according to policy 3542.31 Free or Reduced Price Lunches, Milk who accumulate arrears shall continue to receive a meal not to exceed the reimbursable meal 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 breakfast/lunch or meal money shall be considered unprepared for school may be subject to consequences including loss of privileges and detention according to the school code of student conduct;

THE BOARD MUST SELECT ONE OF THE FOLLOWING OPTIONS OR REVISE AS NEEDED

OPTION 1

- H. If payment in full is not made within one week from the date of the second notice, the student shall not be served school breakfast or lunch, as applicable, beginning the eighth calendar day from the date of the second notice;

OPTION 2

- I. A meal from a limited menu not to exceed the reimbursable meal allowance shall always be provided to students in kindergarten through grade _____. The student shall not be permitted ala carte items, or other food charges during the school day;
- J. Students at the middle school and high school levels (grades _____ through 12) shall be refused a meal if payment in full is not made within one week from the date of the second notice. The student shall not be served school breakfast or lunch, as applicable, beginning the eighth calendar day from the date of the second notice;

OPTION 3

- K. A meal from a limited menu not to exceed the reimbursable meal allowance shall always be provided to students who do not have breakfast/lunch or meal 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 meal program shall cease upon payment of the charges in arrears.

Payment of Charges

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

- A. Charges will show a negative account balance on the student's school meal program account, and billed, at a minimum, quarterly to the parent/guardian;
- B. Payments on charges shall be brought directly to the main office or mailed to the main office;
- C. The payment shall be recorded and a receipt generated and given or mailed in acknowledgement of payment received according to the established school 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 school. The policy may be distributed in writing, posted in the student handbook, and/or posted on the school and/or school website to meet this communication requirement.

The policy shall be reviewed regularly and updated as necessary.

Key Words

School Lunch, Food Service, Nutrition, Wellness,

Legal

[N.J.S.A. 18A 11-1: General mandatory powers and duties](#)

[N.J.S.A. 18A 18A-5: Exceptions to requirement for advertising](#)

[N.J.S.A. 18A 18A-6: Standards for purchase of fresh milk; penalties; rules and regulations](#)

[N.J.S.A. 18A 33-3: Food service bidding exemption](#)

[N.J.S.A. 18A 33-4: School lunch; availability to all children](#)

[N.J.S.A. 18A 33-5: Exemptions](#)

[N.J.S.A. 18A 33-21: Schools meals, notification to parent of payment in arrears before denying to student.](#)

[N.J.S.A. 18A 54-20: Powers of board](#)

[N.J.S.A. 18A 58-7.1: School lunch program](#)

[N.J.S.A. 18A 58-7.2: School lunch program; additional state aid](#)

[N.J.A.C. 2 36-1.1 et seq. Child Nutrition Programs](#)

[N.J.A.C. 6A 23A-16.5 Supplies and equipment](#)

[N.J.A.C. 6A 30-1.1 et seq. Evaluation of the Performance of School Districts](#)

[Healthy, Hunger-Free Kids act of 2010 Section 143](#)

Cross References

[1200 - Participation by the Public](#)

[1220 - AD HOC Advisory Committees](#)

[3000 - Concepts and Roles in Business and Noninstructional Operations](#)

[3220/3230 - State Funds, Federal Funds](#)

[3250 - Income from Fees, Fines and Charges](#)

[3450 - Money in School Buildings](#)

[3510 - Operation and Maintenance of Plant](#)

[3542.1 - Local Wellness, Nutrition](#)

[3542.31 - Free or Reduced Price Lunches, Milk](#)

[3542.44 - Purchasing](#)

[4222 - Noninstructional Aides](#)

[5131 - Conduct Discipline](#)

Last Modified by Tamika M Law on November 21, 2025