



Book	Policy Manual
Section	Series 3000 Business and NonInstructional Operations
Title	SCHOOL MEAL PROGRAM ARREARS
Code	3542.2
Status	Active
Adopted	September 7, 2017
Last Revised	January 23, 2020

The 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 education 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, and loss of privileges 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 district 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 or his or her designee 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 district.

#### 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 Student a basic lunch that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Children and Families, and the Division of Child Protection and Permanency.

At the discretion of the Superintendent, the District may solicit and/or accept donations from the community which would be placed in a special account. Through the Principal and/or his/her designee, if the student meets the established criteria and an application for aid is received, the student may be eligible to receive funding for a specific period of time. The Principal and or

his/her designee will followup with the student every two weeks to verify continued eligibility or a resolution. Once the funds are depleted, this process will cease until/if new funds are received.

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.

#### 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 district. The policy may be distributed in writing, posted in the student handbook, and/or posted on the school and/or district website to meet this communication requirement.

The policy shall be reviewed regularly and updated as necessary.

References: Healthy, Hunger-Free Kids Act of 2010 (Section 143), P. L. 111-296; December 13, 2010

Federal policy guidance and resources guidance at <https://www.fns.usda.gov/school-meals/policy>. See:  
SP 17-2014, January 22, 2017 - Discretionary Elimination of Reduced Price Charges in the School Meal Program  
SP 46-2016, July 8, 2016 - Unpaid Meal Charges: Local Meal Charge Policies  
SP 46-2016, July 8, 2016 - Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment  
SP 23-2017, March 23, 2017 - Unpaid Meal Charges: Guidance and Q&A

#### Legal

N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

N.J.A.C. 6A:23A-16.5 Supplies and equipment

N.J.A.C. 2.36-1.1 et seq. Child Nutrition Programs

N.J.S.A. 18A:58-7.1 through 7.2A School Lunch Programs

N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

N.J.S.A. 18A:33-21 School meals, notification to parent of payment in arrears before denying student

N.J.S.A. 18A:33-3 through -5 Cafeterias for students

N.J.S.A. 18A: 18A-6 Standards for purchase of fresh milk, penalties; rules and regulations

See particularly: N.J.S.A 18A:18A-5a(6)

N.J.S.A. 18A:11-1 General powers and duties

N.J.S.A. 18A:18A-5 Exceptions for requirement to advertising

## Cross References

\* Indicates policy is included in the Critical Policy Reference Manual.

\*9124 Appointment of business official

\*9123 Appointment of board secretary

\*\*5131 Conduct/Discipline

\*4222 Noninstructional aides

\*3542.44 Purchasing

\*3542.31 Free or reduced-price lunches/milk

\*3542.1 Wellness and nutrition

\*3510 Operation and maintenance of plant

\*3450 Money in school buildings

\*3250 Income from fees, fines and charges

\*3220/3230 State funds; federal funds

\*3000/3010 Concepts and roles in business and noninstructional operations; goals and objectives

\*1220 Ad hoc advisory committees

\*1200 Participation by the public

Last Modified by Donna Keech on June 8, 2020