

# PROCEDURE

## Clearview Regional BOARD OF EDUCATION

### 2017/2018 CHARGE LUNCH/BREAKFAST PROCEDURE

The cost of lunch for the 2017/2018 school year is \$3.75 (HS) and \$3.50 (MS). The cost of breakfast in both schools is \$2.00. It is the procedure of the Clearview Regional High School District to allow students to charge a meal on occasion when they have no funds in their account.

#### Charges

The following procedures will be adhered to:

1. When a student's lunch/breakfast account is in arrears, the Food Service Director will contact the student's parent or guardian and provide notice of a period of 10 school days to pay the full amount due. If payment is not made by the end of the 10 school days, the Food Service Director will again contact the parent or guardian to provide notice that after an additional 5 school days, lunch will not be served to the student unless payment is made in full.
2. Only lunch or breakfast may be charged (no snacks). If payment in full is not made within one week of the second notice, the student will be provided an alternative breakfast or lunch.
  - a. The first lunch charged will be the meal from the lunch menu being served that day.
  - b. The alternative lunch will consist of a cheese sandwich, fruit or, as applicable, vegetable and milk.
  - c. The alternative breakfast will consist of cereal, fruit and milk.

As per Board of Education Policy 8550 – Unpaid Meal Charges/Outstanding Food Service Charges, after a parent has received a second notice that their child's lunch bill is in arrears and payment has not been made in full within one week, the parent will be required to meet with the Principal. If the parent refuses or is unable to resolve the matter, the Principal will report the parent's failure to provide lunch for the child to the County Board of Social Services and the New Jersey Department of Children and Families, Division of Child Protection and Permanency, as appropriate.

3. For graduating seniors, unpaid balances at the end of the year will be forwarded to the main office and be put on the fine/obligation list for collection.



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Lunches and/or snacks may be paid for by cash or check to be deposited into the students account. In the event that a check is returned to the district by the bank for insufficient funds, the bank fee assessed to the district will be passed onto the parent/guardian in addition to the amount of the check. If a parent's check is returned by the bank, it may be deducted from their student's account.

In accordance with the provisions of the United States Department of Agriculture, Board Policy 8550, Unpaid Meal Charges/Outstanding Food Service Charges, shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year. The school district may post the 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.

