

POLICY

Ocean City Board of Education

Section: Finances

6641. Student Meal Charges

Date Created: September, 2014

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6641- Student Meal Charges

6641 STUDENT MEAL CHARGES

The Board of Education will allow students enrolled in the Ocean City School District in all K-12 grade levels to charge the purchase of a breakfast and/or lunch meal in the event a student did not bring a meal from home and the student does not have money to purchase a meal.

For any students who have insufficient funds or a balance owed to the District's food service, the food service employees at each school building will permit the student to charge only the purchase of their meal, but not a la carte items, to their individual student Food Service account.

1. The Food Service staff must be vigilant for any student meal account balances that are in arrears and notify the appropriate staff of any instances that occur on a daily basis.
2. The Business Administrator will work with Food Services to determine a dollar amount threshold as to when the student's account will require immediate payment. The Business Administrator will work with the Building Principal on communicating with the student's parent/guardian. An obligation letter will send to the Building Principal's office to be mailed by a school secretary to the parent/legal guardian.
3. Once a student reaches the determined balance an alternate breakfast and/or lunch will be provided that align with New Jersey Nutritional Guidelines.
4. If payment is not received within ten (10) school days a second letter will be mailed by the Food Service Director through the Building Principal's secretary to the parent/legal guardian.
5. If payment is not received within ten (10) school days a third letter will be mailed by the School Business Administrator to the parent/legal guardian.
6. If after the letter by the School Business Administrator payment is not received within five (5) school days, the matter will be reviewed by the School Business Administrator for further appropriate action to be taken, examples of which can be legal action, collection action or other deemed appropriate through consultation with the Board Solicitor.
7. At the end of each month, the Food Service office will provide each Building Principal with an updated list of students with outstanding balances in their individual Food Service account.
8. The Building Principal will review this list and take appropriate action such as a parent conference, a phone call to the parent or a meeting with the parent together with a school counselor.

9. If after these measures it is determined that the parent/legal guardian cannot afford the full paid meal price then a Free and Reduced Schools Meal Household Application will be provided to them by the Building Principal's office with the date documented.
10. After the application is provided to the parent/legal guardian, if they fail to return said application within ten (10) school days, a letter will be mailed by the School Business Administrator's secretary, again with the date documented.
11. If no response is received within ten (10) school days then intervention from the School Business Administrator will take place. Such intervention may include legal consultation with the Board Solicitor, contacting appropriate State Child Protective Agencies and other means as determined by the circumstances.
12. If the student does not apply for the Free and Reduced Schools Meal and fails to make payment additional exclusionary actions may be taken, including, but not limited to ineligibility to participate in senior culminating events or activities and/or withholding of diploma until obligations are met.
13. In addition to the above steps, on a monthly basis the Food Service Director and School Business Administrator will report to the Board of Education a detailed list of outstanding balances for review.

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