

# Hopewell Township Board of Education District Policy Manual

**Business & Non-Instructional Operations**

**Series 3000**

**Meals on Credit / Charged Meals**

**Policy 3542.46**

Date Adopted: January 7, 2016

Date Revised:

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While the Board of Education understands that there may be occasions when students fail to bring the required lunch money to school, the cafeteria personnel are not empowered to extend unlimited credit to students. In the event that a student does not bring money to purchase lunch, the following procedures will be followed:

- After ten (10) days without bringing lunch money to school, lunch will continue to be provided to the student and a note will be sent home by the cafeteria manager indicating that lunch or lunch money must be brought to school every day and indicate the amount due and request that the amount due must be paid in full within ten (10) school days.
- In the event that the outstanding amount due is not received within ten (10) school days following the written notice to the parent/guardian, a second notification shall be sent to the parent/guardian advising that school lunch will not be served to the student, beginning one week from the date of the second notice unless payment is made in full. The Superintendent of Schools/designee shall determine if this second notification letter will be mailed certified.
- If payment is not received, students with outstanding lunch charges will not be served a school lunch until the full amount due is paid.
- Students may not charge snacks at any time.

Students charging lunch may be asked to stand at the end of the serving line in order to keep the line moving quickly, and to provide time for the cashier to complete any forms required to prepare a record of students charging lunch.

## Legal References

NJSA 18A:11-1 General mandatory powers and duties  
18A:33-21 Outstanding food service charges

## Possible Cross References

3542, 3542.31, 5131