

Hackensack Meridian, Carrier Clinic

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Title: Process and Procedures for Outstanding Balances for Food Service Charges	Chapters: (S) East Mountain School #8550
Author: Director/Principal of East Mountain School/ Business Administrator of East Mountain School	Stakeholders: School Administrators, Certified and Non-Certified School Personnel, Parents, Food Services
Create Date: 07/17 Revised Date: 07/20; 01/22; 08/23 (T) Reviewed Date:	Pages: 2
References: Child Nutrition Program Agreement # 03609626 New Jersey Department of Agriculture Bureau of Child Nutrition Program N.J.S.A. 18A:33-21	Chief Hospital Executive Signature:

POLICY:

This policy is intended to provide a process and procedure for Outstanding Balances for Food Service Charges

PROCEDURES:

It is the policy of East Mountain School, Hackensack Meridian, Carrier Clinic, to provide lunch for any student who, on occasion, may forget to bring their lunch, or money to purchase a meal at the school. When this occurs, East Mountain School will provide a meal with the expectation payment to be made as soon as possible, e.g. the next school day or soon after. East Mountain School is also required to obtain payments for any lunch meal bills in arrears pursuant to N.J.S.A. 18A:33-21. We are also mindful there may be circumstances where payment cannot be made in a timely manner. East Mountain School is willing to work with families to develop a plan for repayment.

East Mountain School will enact a policy to secure payment for any lunch bill in arrears with the Director/Principal or designee first providing a school meal application, along with two (or more) attempted call(s) to the parents/guardians to complete the application.

Notification of Billing in Arrears:

East Mountain School will expect payment, in full, within ten days. If the student's parents/guardians do not make payment to the school, a phone call directly to the parent/guardian will be made by an administrator and/or social worker/counselor to assist the family. If full payment is still not made by the end of the 10th school day, then East Mountain School will send written notice to the parent/guardian of any action to be taken by the school program in response to a student's bill being in arrears.

Legal Guardian/Parent Meeting:

Should a family continue non-payment to the school for their child's lunch bill, the Director/Principal or designee will require a meeting with the parent to resolve the matter.

If a parent or guardian refuses to meet or take steps to address the matter of resolving the bill payment, East Mountain School personnel may seek the services from the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency.

Department of Children & Families:

East Mountain School will explore the causes for non-payment of a lunch bill in arrears. Should these outcomes appear to be abuse or neglect, the Principal or designee shall immediately report this suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10.

This Policy will be made available to parents of all Community Based Students attending East Mountain School and will be posted on the school website.