



# PEMBERTON TOWNSHIP SCHOOLS

**BARBARA WELLS**  
Supervisor of Food Services

**JEFFREY HAVERS**  
Superintendent  
**DAN SMITH**  
School Business Administrator/  
Board Secretary

Dear Parent:

Pemberton Township Schools Board of Education has updated their unpaid meal charges as per policy 8550 (see attached). Parents are encouraged to set up an account with MySchoolBucks at <https://www.myschoolbucks.com/ver2/login/getmain.action> which provides the opportunity to view their child's balance and make online payments at any time. Parents can send in a check, cash or money order with the student. An application for free or reduced priced meals is available online under the Parent tab, from Food Services or at any school.

In the event a student forgets to bring money or a meal from home, a meal will be provided with the expectation that payment will be made the next school day. Food Services will notify parents on a weekly basis as to the amount owed by a student. Students will continue to be charged for meals provided. If a student owes more than \$30 the principal will contact the parent (via regular mail) who will then have 10 school days to pay the amount due. Parents will receive a second notice (via regular mail) by the principal if the balance is not paid. Parents who have not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or Supervisor of Food Service to resolve the matter.

When a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the principal or designee shall immediately report such 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. Such reporting shall not be delayed to accommodate a parent's meeting with the Supervisor of Food Service. For further details regarding outstanding food service charges please see the enclosed District Policy.

Parents are encouraged to contact their child's school or Food Services at 609-893-5788 to set up a payment plan when a child's balance becomes overwhelming.

Sincerely,

Daniel Smith  
School Business Administrator

# Pemberton Township Board of Education

## District Policy

### **8550- OUTSTANDING FOOD SERVICE CHARGES**

Section: Operations

Date Created: February, 2017

Date Edited: August, 2018

The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will provide a student a breakfast or lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student's school breakfast or lunch bill is in arrears. The school district will manage a student's breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.

In the event a student's school lunch or breakfast bill is in arrears in excess of \$60 the student will continue to receive lunch or breakfast and their account will be charged accordingly. The Principal or designee shall contact the student's, via letter to residence of record, parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student's parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student's parent, via letter to residence of record, to provide a second notice that their child's breakfast or lunch bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student will continue to be provided breakfast or lunch, as applicable, that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture and the Food and Nutrition Services of the United State Department of Agriculture.

A parent who has received a second notice their child's lunch or breakfast bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Supervisor of Food Services or designee to discuss and resolve the matter.

A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate. The school district may enlist the assistance of a debt collection agency to collect monies that are in arrears.

When a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately

report such 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. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

If the student's breakfast or lunch bill is in arrears, but the student has the money to purchase breakfast or lunch, the student will be provided breakfast or lunch and the food service program will not use the student's money to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.

The food service program will prevent the overt identification of children through the method of payment used to purchase a meal and whose breakfast or lunch bill is in arrears.

In accordance with the provisions of the United States Department of Agriculture, this Policy 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 this 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.

This Policy shall also be provided to all school and food service staff responsible for the enforcement of this Policy, including school administrators to ensure this Policy is supported.

The food service program will comply with all meal charge policy requirements of the United States and New Jersey Department of Agriculture and N.J.S.A. 18A:33-21.

N.J.S.A. 18A:33-21

United States Department of Agriculture SP 23-2017 – March 23, 2017

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