

CARRIER CLINIC

Belle Mead, NJ 08502 (908) 281-1000



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 Administration, Certificated, Non-Certificated Personnel, Parents
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References: N.J.S.A. 18A:33-21	Signature: VP, Administrative Services

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 (A Division of 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 (A Division of Carrier Clinic) 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 (A Division of Carrier Clinic) 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 matter. East Mountain School (A Division of Carrier Clinic) is willing to work with families to develop a plan for re-payment.

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 lunch application, with a call to the parents/guardians as well.

East Mountain School (A Division of Carrier Clinic) will expect payment, in full, within ten days. If the student's parents/guardians make payment to the school, another phone call will follow up by an administrator and/or social worker/counselor to assist the family. If payment is not made from the date of the second notice, the school will send written notice to the family.

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 this matter.

If a parent or guardian refuses to meet or take steps to address the matter of resolving the bill payment, East Mountain School (A Division of Carrier Clinic) 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.

East Mountain School (A Division of Carrier Clinic) 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 (A Division of Carrier Clinic) and will be posted on the school website.