

Cafeteria Charge Policy

Name of Local Education Agency (LEA): Hackettstown Public Schools

Implementation Date: February 9, 2015

Policy:

- If money is owed for breakfast or lunch, the district must contact the student's parent or guardian with a **first notice** of the debt. The parent or guardian has *10 school days* to pay the amount due.
 - If the parent or guardian does not make a full payment by the end of the *10 school days*, a **second notice** must be provided to the parent stating that breakfast or lunch, as applicable, will not be served to the student beginning one week from the date of the **second notice** unless the payment is made in full.

- Snacks or Milk charges will not be permitted.

- School staff cannot make exceptions to the policy.

- School food service staff at each school will be trained annually on this policy.