LUNCH PROCEDURES

- Free and Reduced applications are now available online through your Parent Access on Genesis (https://parents.sbschools.org).

- You can access the online application in Genesis even if you were previously locked out for overdue balances.

- We encourage you to download the free MySchoolBucks state-of-the-art online app that offers you the convenience and information you need to manage your child’s meal account to help you ensure that funds are available for your child’s meal(s). It’s fast and convenient for parents:
  - Create your free account and check account balances online: www.Myschoolbucks.com
  - and download the app.
  - Monitor your child’s purchases.
  - View your student’s account balance 24/7.
  - Receive notifications when your child’s account balance is low.
  - Make payments quickly & easily using a credit card, debit card, or e-check.
  - Create settings to automatically replenish your student’s account when it reaches a low balance.

- Ala Carte purchases are cash only or funds must be available in the students account for purchase.

- Free Meal Benefits: Free status students will be allowed to receive a free breakfast and lunch each day. A 2nd breakfast and/or lunch can be purchased with cash only at full price.

- Reduced Meal Benefits: Reduced status students will receive breakfast for $.30 and lunch for $.40 each day.

- If you qualify for Free or Reduced benefits it does NOT delete any previous balance owed.
NEGATIVE BALANCES
(Non-Free status students)

In the event a student’s school lunch or breakfast bill is arrears in excess of negative $20.00, the student will receive an alternate lunch and/or breakfast 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 and their account will be charged accordingly.

The Food Service Provider shall contact the student’s 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 by the end of ten school days, the Food Service Provider or designee shall again contact the student's parent to provide a second notice that their child’s breakfast or lunch bill is in arrears and shall provide the parent an additional 5 school days to pay the full amount due.

The student will continue to receive an alternate breakfast and/or lunch and their account will continue to be charged accordingly.

**Elementary/Middle School Students:**
- If payment is not received in full within a week of the 2nd notice, students will only receive an alternative breakfast/lunch until the balance is paid in full.
- Ala Carte purchases will be restricted until the balance is paid in full.
- The student/parent will lose privileges to the District’s Student Information Center/Genesis Portal.
- The parent will be requested to meet with the food service provider to discuss and resolve the matter.

**Reduced Students: (Elementary/Middle School Students)**
- Students will be allowed to charge a maximum of 5 meals to their account after the balance reaches zero.
- If payment is not received in full within a week of the 2nd notice, the student will only receive an alternative breakfast/lunch until the balance is paid in full.
- Ala Carte purchases will be restricted until the balance is paid in full.
- The student/parent will lose privileges to the District’s Student Information Center/Genesis Portal.
- The parent will be requested to meet with the food service provider to discuss and resolve the matter.
High School Students:

- Students in arrears of -$20.00 will only be able to purchase a standard lunch.
- Students in arrears of -$50.00 will be denied breakfast/lunch until the balance is paid in full.
- Ala Carte purchases will be restricted to all students until the balance is paid in full.
- The student/parent will lose privileges to the District’s Student Information Center/Genesis Portal.
- Students with 3 or more consistent negative balances of over -$50.00 will be placed on 'Cash Only' status for the remainder of the school year or will be denied breakfast/lunch.

Reduced Students: (High School Students only)

- Students will be allowed to charge a maximum of 5 meals to their account after the balance reaches zero.
- If payment is not received in full within a week of the 2nd notice, the student will only receive an alternative breakfast/lunch until the balance is paid in full.
- Ala Carte purchases will be restricted until the balance is paid in full.
- The student/parent will lose privileges to the District’s Student Information Center/Genesis Portal.
- The parent will be requested to meet with the food service provider to discuss and resolve the matter.

Sincerely,

David Pawlowski

South Brunswick Township School District
Business Administrator
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