

SOUTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS



Joanne Kerekes
Assistant Superintendent for
Curriculum & Instruction

Gary P. McCartney, Ed. D.
Interim Superintendent of Schools

Thaddeus Thompson
Business Administrator/
Board Secretary

MEMORANDUM

To: All Parents/Guardians
From: Thaddeus Thompson
School Business Administrator/Board Secretary
Date: May 23, 2017
Re: **Lunch Account Balances**

As a reminder, **if your student is graduating or you are moving to another school district**, please review your student's lunch account balance prior to year-end in order to determine whether or not you have monies remaining which may require you to submit a refund request. *(Please note that parents of graduating students with other children remaining in the school district may request a transfer of lunch balances to their other child's account.)*

Likewise, you may owe the school district money for lunches that remain unpaid, which could result in the withholding of report cards and/or other important paperwork you may need in the near future.

If your student is graduating or you are moving to another school district and you are owed a refund, please complete the attached refund request form and mail by **June 21** to:

Chartwells Dining Services
c/o South Brunswick High School
750 Ridge Road
Monmouth Junction, NJ 08852

This process could take up to 2 weeks in order to obtain the proper approval from the Board of Education. (Please note that any remaining balance in the account of students continuing in South Brunswick for the **2017 – 2018** school year will be carried over.)

For all students continuing 2017 – 2018: If you have a balance due on your account, we ask that you arrange for payment using the District's online service mylunchmoney.com or by mailing a check by **June 21** payable to **South Brunswick Board of Education** to the address above. (Please keep in mind that checks received after June 30 may not be cashed until mid-August.)

Thank you for your cooperation with helping us to resolve all lunch account balance.

Note: For the 2017-2018 school year, each family will have to apply again online for the free and reduced meal, please visit the school website at the end of August 2017

**South Brunswick School District
Request for Lunch Account Balance Refund or Transfer – June 2017**

If your student is moving from the School District or graduating and you are requesting a refund:

Student name _____
Student ID number _____
2016 – 2017 School of Attendance _____

Reimbursement check payable to: _____

If moving from District, please provide new address:

Reimbursement check payable to: _____

If your student is graduating and you would like the remaining lunch balance funds transferred to a sibling, please provide the following:

Name of graduating student _____
Graduating student ID number _____
Name of sibling _____
ID number of sibling _____

2017 – 2018 School _____

Please mail this form by June 21, 2017 to:

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c/o South Brunswick High School
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Monmouth Junction, NJ 08852