

SOUTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS

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Dear School Community,

I would like to take this opportunity to share with you changes in the way the district handles negative lunch balances and updates to Cafeteria Policy 8550. Over the course of the year South Brunswick Township Schools holds a balance of approximately \$50,000 in outstanding student lunch accounts. These are funds owed the district that should support educational programs across the district. While I understand that the practice in collecting these funds has changed, our goal is simple and that is to have all lunches paid for in a timely fashion so that we can continue to maintain our cafeterias, kitchens and educational programs. In an effort to improve our collection of outstanding lunch accounts our Cafeteria Policy 8550 now includes the following changes.

- The loss of Genesis, our Student Information System, after two written communications and three weeks of an account in arrears. This will also impact a student's ability to sign up for various opportunities in the schools.

The district will follow the below protocols when a student's lunch account is in arrears in excess of \$20.00.

1. Account hits \$20.00 in arrears - Food Service provider will make contact with the parents and send a notice of the arrears account providing **10 school days** to pay the account in full.
2. 10 Days after 1st Letter - If payment is not made, a second notice and contact will be provided.
3. 7 Days after the 10-day grace period concludes - Students will only be provided an alternate lunch or breakfast until payment is made in full.
4. After a 7-Day grace period (total of 17 days after account in arrears) - A parent who received a second notice and not made payment in full within one week from the date of the second notice will lose privileges to the District's Student Information Center / Genesis Portal until payment is made in full.

It is important to understand that once a payment is made the system that manages these accounts will take 24 hours to process your transaction and return Genesis access.

If you have any questions or concerns regarding the above, please feel free to contact me.

Thank you,

David Pawlowski
School Business Administrator
South Brunswick Township Schools