



State of New Jersey


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Division of Food & Nutrition
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To: School Business Administrators, Charter School Leads; Food Service Directors of Schools Participating in the School Nutrition Programs

From: Arleen Ramos-Szatmary, Coordinator 
School Nutrition Programs

Date: April 15, 2015

Subject: Guidance for Parent Notification of Payment Owed for School Breakfast and School Lunch Meals

This memorandum is being reissued with updated guidance to clarify common issues related to the A-1796/S-2000 Bill, which was signed into New Jersey law on February 5, 2015. The law provides that if money is owed for a public school student's school breakfast or school lunch meals, the district must contact the student's parent or guardian to provide notice of the debt before discontinuing meal service. LEAs must allow a period of 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, the district is to then provide a second notice that school breakfast or school lunch, as applicable, will not be served to the student beginning one week from the date of this second notice unless payment is made in full.

If an LEA allows charges, this law supersedes existing charge policies on the local level. If a local policy allows more than 15 days for payment, the LEA does not have to lessen the number of allotted days. Charge policies that do not allow at least 15 days for payment will have to be updated to follow the above 15 day period in the law.

Students must receive a complete reimbursable meal during the time period as described above, although an alternate reimbursable meal is allowed.

Once two notifications have been sent to the parent or guardian in the time period allotted above, the LEA may deny the student a breakfast and/or lunch meal.

LEAs are responsible for setting clear policies on collecting payment for school meals. Charge policies should be updated to reflect the requirements of the law for school year 2015-2016.

Direct any questions to the School Nutrition Programs unit at 609-984-0692.

Thank you again for your commitment to feeding the children of New Jersey nutritious, safe and balanced meals.