

**UNION COUNTY TEAMS CHARTER SCHOOL**  
**BOARD OF TRUSTEES POLICY**  
**REVISED EFFECTIVE 10/1/2023**

**SUBJECT: UNPAID STUDENT MEALS ACCOUNTS**

Per Board of Trustees resolution on the date stated above, school policy related to all unpaid / delinquent student meals accounts shall be as follows:

- There shall be a grace period of three days, cumulative or consecutive, extended for all unpaid/delinquent meal accounts for uninterrupted standard meal service in order to provide the opportunity for students/parents to bring these accounts to a paid and current status.
- When an account reaches the grace period threshold of three days, written notice shall be sent to the parent(s) or guardian advising of the unpaid /delinquent balance and that full payment for all unpaid meals, inclusive of any served after the date of this notice, is due within the next ten (10) days.
- Should the unpaid/delinquent account not be paid in full within the ten (10) day period allowed by the first notice, a second notice shall be sent to the parent(s) or guardian advising that the account continues to be past due/delinquent.

A parent who has received a second notice their child's meal bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Executive Director or designee to discuss and resolve the matter.

Executive Director shall provide recommendations to Board of Trustees for final disposition of the specific delinquent balances.