



**UNION COUNTY TEAMS CHARTER SCHOOL  
BOARD OF TRUSTEES POLICY  
EFFECTIVE 10/1/2015**

**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. Until such time as full payment is made, the student shall be served the alternate meal.
- 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. The school will, however, continue to provide the alternate meal to the student for a period of seven (7) days from the date of the second notice.
- Should the account continue to be past due/delinquent at the end of this seven (7) day period, the school shall cease to provide the alternate meal to the student, and advise the parent(s) or guardian that said parent or guardian shall be immediately and directly responsible for providing meals for the student.

**Adopted by Board of Trustees 10/1/2015**