



Piscataway, NJ 08854
732 572-2289
Fax 732 572-7889
www.piscatawayschools.org

Dr. Frank Ranelli
Superintendent of Schools

David Oliveira
Business Administrator/Board Secretary

2023-2024 Meal Charging Policy

Dear Parents and Guardians,

The Piscataway Board of Education has contracted with Sodexo Food Service to provide nutritionally balanced breakfasts and lunches daily at each school building. The food service program is operated in accordance with district policy and all laws and regulations of the New Jersey Department of Agriculture, National School Breakfast Program, and National School Lunch Program.

The Board of Education expects all parents/guardians to pay for their child's meals on a daily basis through the use of the MealTime Online payment management system or with cash purchases. In the event of an emergency, the Board of Education has developed a policy related to the purchase of student meals on a credit basis.

Students are permitted, within the following limitations, to charge a complete meal on a temporary credit basis. Students are *not* allowed to purchase snacks or a-la-carte items on a credit basis. Please note that parents are still responsible for paying for meals purchased on a credit basis. If a parent/guardian fails to pay their child's account balance, notification of the debt will occur in the following manner:

- An email will be sent to all accounts with a negative balance on the 1st day of each month.
- An email will be sent to all accounts with a negative balance greater than \$25 the 15th day of each month. The email will contain information about options for assistance available to families experiencing financial hardship.
- Accounts with a negative balance greater than \$25 will have their access to Genesis suspended.
- Accounts with a negative balance greater than \$75 will receive a phone call from the Principal or designee the 15th day of each month.

Additional information regarding the district's meal charging policy can be found in Policy 8550 Unpaid Meal Charges/Outstanding Food Service Charges, which is attached for your review.

If you have any questions regarding payment for school meals or the district's meal charging policy, please contact Sodexo at 732-981-0790, Ext. 2289, or the Business Office at 732-572-2289, Ext. 2507.

Sincerely,

David Oliveira
Business Administrator/Board Secretary

School Nutrition Program Application

Applications for the School Nutrition Program must be completed each school year.

Applications must be completed by September 30, 2023

HOW TO APPLY:

- 1) Log into your Genesis Parent Portal
- 2) Click on Forms
- 3) Scroll down to "Online Free and Reduced Lunch Application"
(See example below).
- 4) Click the "APPLY" button to apply.

The screenshot shows the 'Forms Library' section of the Genesis Parent Resources portal. At the top, there is a navigation bar with 'MESSAGE CENTER' and 'STUDENT DATA'. Below the navigation bar, there is a 'SELECT STUDENT' dropdown menu. The main content area is titled 'Forms Library' and shows the date 'Today is 8/11/2021'. A table lists the forms available:

FORM	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR	REQUIRED FOR ACCESS
1. Athletic Participation Forms H.S.	Not Yet Submitted				EMMA	No

Below the table, there is a section for the 'Online Free and Reduced Lunch Application'. It includes a 'MEAL APPLICATION STATUS' button and a message: 'No application has been submitted' with an 'Apply' button.

Completing your [School Nutrition Program Application](#) online simplifies the process and expedites the review of your application by the Business Office. Notification regarding the determination of your application will be available to view under the DOCUMENTS section of the Parent Portal within 10 business days of applying.

Things to Remember:

- Lunch applications **"MUST"** be filled out every school year
- Only **ONE** application per household

Need help filling out the lunch application?

**Go to the "District" tab on the piscatawayschools.org website
click on "Food Services" to view the video on
"How to fill out the lunch application".**

**If you have any questions contact the
District Business Office at 732- 572-2289 x 2507**