



CPNJ dba Pillar Care Continuum
Pillar Schools Unpaid Meal Policy

PURPOSE OF POLICY:

The purpose of this policy is to establish consistent procedures for both Pillars schools. Pillar's goals of the practice are:

- To provide a regular meal in all cases.
- To treat all students with dignity in the serving line regarding meal accounts
- To establish clear and concise policies
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility.
- To establish a consistent policy regarding charges and collection of charges

POLICY:

Pillar will develop and institute procedures to ensure that each child receives a regular (or specified diet) meal in all cases. Procedures will ensure that in all cases, students are treated with respect and dignity and that no child is refused their regular meal due to family/guardian failure to provide requested documentation, or where applicable, provide payment determined to be due and payable.

SCOPE OF RESPONSIBILITY:

The food service director will inform all food service staff and assistants in the Pillar School about this policy and will take all necessary steps to ensure 100% compliance.

The Food Services Director, Business Manager, and Schools Principals will be responsible for obtaining necessary documentation/agreements from families/guardians, maintaining charge records, and notifying the student's parent/guardian of their account balances.

ADMINISTRATION:

1. Families are encouraged to apply for free and reduced-price meal benefits. Any family that falls into a negative balance will receive a written notification to encourage them to apply for free or reduced-price meal benefits.
2. Families are encouraged to fill out the new month's menu and submit payment at that time or make payment arrangements.
3. Families will be notified of the school's Unpaid Meal Charge Policy in writing before the school year begins and with each new transfer student.

PROCEDURES AT ALL PILLAR SCHOOLS

- **No Student or sibling of a student can be prohibited from attending or participating in field trips, graduation, prom, etc. due to unresolved meal debt.**
- **No student will be subjected to sitting at a separate table, wearing a wristband, hand stamp, or identifying mark nor giving an alternative meal**
- **No chores or other work will be assigned to the student for debt owed**
- **No student meals will be discarded after it has been served**
- **No food service employee will deny a regular meal to any student for any reason**
- **If the balance on the POS shows low the food service employee will override and notify their director for further action.**
- **The food service employee will not speak or share any financial issues with the student or any faculty.**
- **Only the food service director will pursue payment or application for free and reduced with the family or guardian only.**