



## HILLSIDE PUBLIC SCHOOLS

*"Providing Every Student, Every Learning Opportunity, Every Day"*

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NOTICE TO: PARENTS AND GUARDIANS  
SUBJECT: HUMANITARIAN (CHARGED) MEAL SERVICE PROCEDURES  
DATE APPLICABLE: 2016-2017 School Year

Please be advised of the following Humanitarian (Charged) Meal Service Procedures for the Hillside School District:

Parents/Guardians of any student who accumulates a charge balance of at least \$13 will be sent a notice from the Hillside Board of Education indicating there is an outstanding balance. (First notice.)

### Elementary and Middle School Students

For elementary and middle school students, 15 days after the first notice, and for each 15 day period thereafter, if the student's charged account balance remains at least \$13, they will receive another notice that their account remains in arrears. (Second notice.)

Fifteen days after the second notice the student will be served an alternate meal service of a cheese sandwich or its equivalent, and a milk until their account is cleared. Your child's account will be charged \$1.00 for each humanitarian meal served.

### High School Students

For high school students, 15 days after the first notice, if the student's charged account balance remains at least \$13, they will receive a second notice concerning the outstanding balance. Seven days after the date of the second notice, the student will not be able to charge a meal for the remainder of the current school year, and into the following school year if the balance is not paid.

All parents and guardians are encouraged to apply for the Free/Reduced meal program. Applications are available at the schools, on our website ([www.hillsidek12.org](http://www.hillsidek12.org)) or at [www.lunchapplication.com](http://www.lunchapplication.com).

Also, for the convenience of paying for meals, [www.k12paymentcenter.com](http://www.k12paymentcenter.com) is available as an on-line service.

If you have any questions concerning the district procedures or food service program, please contact Matt Leonardis, Transportation and Food Services Coordinator at 908-352-7664, ext. 6453 or your school's principal or secretary.

Thank for your assistance with this matter.

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