

Frederick County Public Schools
Food & Nutrition Services (FNS)
Standard Operating Procedures

Procedure: **Unpaid Meals (Charging)**
Original Date: **07/01/2017**
Updated Date: **03/19/2018**
Updated by: **Jessica Sichert**

Frederick County Public Schools (FCPS) allows students to charge breakfast and lunch at Elementary and Middle schools only. Students cannot charge ala carte items. High school students with no money on their accounts will receive an alternate meal consisting of a Wow Butter & Jelly Sandwich, cheese stick, fruit and/or vegetable and/or milk. The cashier will write down their name & after the meal service is over they will provide administration the information about which students didn't have money on their accounts.

Elementary and middle school managers' will email or print charge letters daily. Printed charge letters will be put in the teachers' mailbox for distribution to students. Emailed letters will be sent directly to the parent's/guardian's email address on file. FNS will be responsible for collecting these charges.

The charge limit is a total of 4 meals (breakfast and / or lunch) for grades K- 8.

After charge limit is reached for a student, the school will contribute the money for that child's lunch through either a PTA or administrative account, set-up by the school. The school administration must follow-up with the parent/guardian and is responsible for the collection of that money from the student. This information will be shared with the schools' FARM coordinator daily, who can then work with the family for completion of a meal benefit application. School administration will monitor the school account to ensure funds are available for the students.

When funds are received from the student for repayment, all funds are deposited into the student's meal account, which will pay off the FNS charges. If funds were borrowed from the school account, the school account will be repaid from the student's meal account balance. The remaining funds remain on the student's meal account for future meal purchases.

If necessary, school administration can work with FNS to assist in the collection of money and in preparing and answering questions regarding the meal benefit applications.

In certain circumstances an administrator can complete a FARM application on behalf of the child based on household size and income information or Other Source Categorical Eligibility status known to the administrator. The FNS will notify the household that their child has been certified to receive free or reduced price benefits. The source of information used by the administrator must be noted on the application.

Any monies remaining on students accounts 60 days after being withdrawn from FCPS becomes property of FCPS and will be used towards paying down negative school meal balances.

For any questions, email FNS at food.service@fcps.org.