

FCPS Food & Nutrition Services
Standard Operating Procedures

Procedure: Unpaid Meals (Charging)

Original Date: 07/01/2017

Updated Date:

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FCPS allows students to charge breakfast and lunch at Elementary schools only. Students cannot charge ala carte items. There is no charging of meals at middle or high schools.

Elementary school managers' will email or print charge letters at least once a week. 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 3 meals (breakfast or lunch).

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. This will eliminate the alternate meal and will ensure that every child gets a full, hot nutritious meal. School administration will monitor the school account to ensure funds are available for the students.

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.

For students that leave the district with a negative balance, the balance will be written off as bad-debt.

Any monies remaining on students accounts 60 days after being withdrawn from FCPS becomes property of FCPS and will be used towards paying down negative school meal balances.

There is no charging for students at middle or high schools, however schools can set-up administrative accounts for their students if they choose.

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