

Baltimore County Public Schools
Office of Food and Nutrition Services

This institution is an equal opportunity provider.

Meal Charging/Alternate Meals/Collection Procedures Overview

Baltimore County Public Schools' (BCPS) Office of Food and Nutrition Services (OFNS) provides nutritious, well-balanced meals as set forth by the United States Department of Agriculture (USDA). Meals served to students may be purchased at the published school prices. Meals are available at a reduced price or free for those who qualify.

Meal Charging – Extended Credit

Well-nourished students are more engaged and perform better in school. BCPS recognizes parents and/or guardians responsibility to provide sufficient funds to cover meal charges. There may be situations that arise where students forget their money. A credit limit of \$6.00 shall be extended to students. Credit is NOT extended for á la carte items and snack foods, nor to adult staff members.

Elementary	Middle	High
Credit extended up to \$6.00 for a combination of breakfast and/or lunch and/or milk only	Credit extended up to \$6.00 for a combination of breakfast and/or lunch and/or milk only	Alternate meal provided only

When the credit limit is reached, an alternate meal will be provided as indicated below.

Alternate Meals: Breakfast and Lunch

- Breakfast—one package of graham crackers and 8 oz. low-fat milk.
- Lunch—cheese sandwich on a roll, fruit, and 8 oz. low-fat milk.
- Accommodations are made for students requiring a special diet with a physician's order on file.

Collection of Negative Balance

Extended credit creates a negative account balance and requires repayment. Students will receive a notice from the school cafeteria the first time credit is extended. A printed negative balance letter will be sent home with students for parents/guardians twice per month—the first and the fifteenth or closest operating day. Money received will be applied to the negative account balance. Instances whereby students provide cash for a day's meal will receive that meal while the negative account balance remains collectible.

Collection of unpaid meal charges will continue throughout the school year or until the negative account is paid in full. Students approved for reduced-price meals who leave the district or graduate with unused funds on their meal account will receive a refund. Uncollected meal charges are considered bad debt and must be restored using non-federal funds to cover the loss.

- Families are encouraged to apply for meal benefits. Paper applications are distributed by the school office at the beginning of the school year. An online application is available to fill out and submit electronically by visiting the [OFNS Web Site](#).
- Families may wish to prepay for meals or set up notifications when funds are getting low by using the online prepayment system [MySchoolBucks](#) and setting up an account.
- The Meal Charging/Alternate Meals/Collection Procedure may be accessed on the [OFNS Web Site](#).
- Additional information regarding unpaid meal charges can be found on the [United States Department of Agriculture Web site](#).