



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

Procedure: Unpaid Meals (Charging)
Effective Date: 8/5/2024
Updated by: Jessica Sichert

Frederick County Public Schools (FCPS) allows students to charge breakfast and lunch. Students cannot charge ala carte items. A food service worker will write down their name & after the meal service is complete for that day, they will provide administration the information about which students didn't have money on their accounts. The food service office can provide a weekly report of students who have utilized the schools' administrative account.

Emailed letters will be sent daily directly to the parent's/guardian's email address on file automatically. Letters for students without a valid parent/guardian email address will be available as a PDF download to be printed. School managers will work with their school's Community Liaison to ensure that the students' families receive the negative balance letter discreetly. No letters should be sent home with the individual students. FNS will be responsible for collecting these charges.

The charge limit for grades PreK-8 is a total of 4 meals (breakfast and/lunch). The charge limit for grades 9-12 is a total of 1 meal (breakfast or lunch). After the initial charge, high school students with no money on their accounts may be offered an alternate meal consisting of a Wow Butter & Jelly Sandwich, cheese stick, fruit and/or vegetable and/or milk.

After the charge limit is reached for a student, the school will contribute the money for that student'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, by school administration, 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 and/or administrative account 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 or call 240-586-8150.