

### **School Nutrition Meal Charge Procedure**

The purpose of this procedure is to establish uniform meal account procedures throughout the Montgomery County Schools and to ensure District employees, families, and students have a shared understanding of expectations regarding the accounts.

#### **CEP**

Due to Board Approval of the Community Eligibility Provision (CEP), all schools in the District will provide breakfast and lunch at no cost to students.

#### **STUDENT ACCOUNTS**

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student. Each student has a number that is used when accessing the account. Students may have positive or negative balances. Balances may be monitored by setting up an account through [www.mypaymentsplus.com](http://www.mypaymentsplus.com). This program can provide a purchase history for the school year, notify account balance by email (no cost) or make deposits using checking account, debit or credit cards (small fee applies). Instructions on how to set up an account are at the end of the procedure.

#### **PAYMENTS**

Money can be deposited by cash, check, and/or money order to the school cafeteria. Payments may be made using debit card, credit card, and/or checking account using the [www.mypaymentsplus.com](http://www.mypaymentsplus.com) program (small fee applies). Other individuals (grandparent, friend, teacher, etc) may deposit money into a student's meal account. Due to confidentiality, an inquiry of the meal account balance requires a letter of permission from the parent/guardian. The letters will need to be updated annually.

**Positive Balances:** Any money left in the account at the end of the school year will be kept in that account allowing the student to use those funds at the beginning of the next school year. Graduating students will be notified by an automated message and/or letter from the school nutrition office of the positive balances two (2) weeks prior to graduation. Families may donate the funds remaining in the student's account rather than receiving a refund. The donated funds will be used to cover unpaid meal charges that were uncollectable. Follow-up letters with accounts higher than \$5.00 will be mailed following graduation. Unclaimed funds following thirty (30) days after graduation will become the property of the Montgomery County School Nutrition Program. The Superintendent (or designee) may approve a request after the thirty (30) day period.

Students moving to another school district will need to visit the cafeteria to check on balance of account before withdrawing. Parents may complete a refund/transfer request form and turn in to the cafeteria staff on the last day of school for the student or donate the funds to cover unpaid meal charges that were uncollectable.

Requests are submitted to the Board for approval of payment. Checks are mailed the day after the monthly Board meetings. If the request is not submitted before the deadline of the upcoming Board meeting it will be carried over to the next month. Process may take up to four to six (4-6) weeks.

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**PAYMENTS (CONTINUED)**

**Negative Balances:** Negative balances will be carried over at the end of the school year and reasonable collection efforts may continue into the new school year to collect unpaid meal charges classified as delinquent debt. The District will coordinate communications with families to resolve the matter of the unpaid charges. Longer repayment plans and collection efforts when children change schools within the District or move to a new school outside the District will also be attempted.

**ALA CARTE**

Students will not be allowed to charge ala carte or make purchases if their account reflects a negative balance. Ala carte purchases will not be allowed until the account is in good standing.

**STAFF CHARGES**

Staff will not be allowed to charge ala carte or meal purchases.

**COMMUNICATION OF PROCEDURE**

This procedure will be communicated in writing to all households at the start of each school year and will be available on the District website, School Cafeteria Manager Offices, and the School Nutrition Office. Schools may also include in student handbooks. The procedure will be reviewed annually.

Review/Revised:6/27/2017