

BALTIMORE COUNTY PUBLIC SCHOOLS
Office of Food and Nutrition Services
SCHOOL BREAKFAST/LUNCH PREPAYMENT FORM

STUDENT NAME _____ SCHOOL _____

This form is used to deposit money into your child's Nutrition Express Meal Account. See the back of this form for more details. Additional forms can be picked up in the school cafeteria.

Distribution of Prepayment - You may distribute your prepayment among any combination of the three categories below. If you want your child to use this prepayment for meals only, then check (✓) meal categories. If you check the CASH Account category, your child can use the money for either meals and/or a la carte items.

Dollar Amount - To calculate the dollar amount for the meal categories, multiply the number of meals by the appropriate meal price from the chart below. In order to use the reduced student meal price, your child must be approved for reduced-price meals.

	QUANTITY		DOLLAR AMOUNT
Number of BREAKFAST Meals: _____	_____	X Meal Price	\$ _____
Number of LUNCH Meals: _____	_____	X Meal Price	\$ _____
Amount of CASH Account: _____			\$ _____
TOTAL AMOUNT OF PREPAYMENT			\$ _____
	Elementary Meal Prices		Secondary Meal Prices
	<u>Breakfast</u>	<u>Lunch</u>	<u>Breakfast</u> <u>Lunch</u>
Paid Student	\$1.40	\$2.90	\$1.55 \$3.00
Reduced Student	\$.30	\$.40	\$.30 \$.40

MAKE CHECK PAYABLE TO YOUR SCHOOL CAFETERIA. PLEASE WRITE YOUR CHILD'S NAME ON THE CHECK. SEE BAD CHECK POLICY ON BACK.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

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Dear Parent or Guardian:

The school cafeterias use computers at the point-of-sale. Every Baltimore County Public School student is issued a Nutrition Express Meal Card regardless of their eligibility status. If your child is an elementary student, the card stays at the school. If your child is a secondary student, he/she has the responsibility of keeping the meal card in his/her possession.

How the Nutrition Express Meal Card works:

Each card has a unique bar code, which indicates your child's account number. When the cashier runs your child's card through a card reader, the bar code is read. The card reader is connected to an electronic point-of-sale terminal, which is connected to a computer in the manager's office. When your child's card is read, the account in the manager's computer is activated. Once the cashier rings up the order, the computer in the manager's office deducts the total from your child's account, or tells the cashier your child doesn't have enough money in the account. The Nutrition Express Meal Card is not a credit card. Money needs to be deposited into your child's account prior to using the card. This money can be used for meals and a la carte food items. All students may have money on account. If your child is eligible for free meals, you may prepay for a la carte food items. If your child is eligible for reduced-price meals, you may prepay for both meals and a la carte food items.

Instructions for Prepayments - How to put money in the Nutrition Express Meal Account:

Send the Prepayment Form along with cash or check (made payable to the school cafeteria) to the cafeteria manager or person-in-charge at the time and location established in your child's school. Money will be placed in your child's account on the day of deposit (if received prior to 10:00 a.m.), or for the next day's use if received after 10:00 a.m. The Prepayment Form allows you to determine the type of purchase your child can make. If you want your child to use the account for meals only, then enter amounts in the Breakfast Meals and/or Lunch Meals categories. If you enter an amount in the Cash Account category, your child can use the account for meals and/or a la carte items.

What if the Nutrition Express Meal Card is lost or forgotten?

If the card is lost or the PIN is forgotten, your child can still access his/her account by:

- (1) seeing the cafeteria manager or PIC for the PIN.
- (2) requesting a replacement card at no cost.

Bad Checks

If the school cafeteria receives a dishonored check, the issuer will be given 10 days to submit full payment of the amount of the check, plus actual bank charges incurred by the Office of Food and Nutrition Services (OFNS), by means of a money order, cashier's check, or cash. If this payment is not received by the end of 10 days, the issuer will need to submit full payment of the amount of the check plus \$35.00. If payment is not received at the end of 20 days, the OFNS will turn over the dishonored check, and all other available information related to this check, to the State's Attorney for criminal prosecution. Once the dishonored check is turned over to the State's Attorney for collection, the OFNS will not accept restitution from the check issuer. The funds will be remitted to the OFNS by the State's Attorney's Office.

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