



Parental Notification for Students without Funds for School Meals
Attachment to Administrative Procedure 5080

PGCPS intends to treat all students with dignity and respect and prevent any embarrassment in the lunch line due to lack of funds in student’s meal account while promoting parental responsibility for meal payments.

- **Expectations for meal payments:** Students and adults are expected to pay cash daily or pay in advance for all food purchases. PGCPS recognizes that occasionally parents forget to replenish funds in their student’s account or students may forget or lose money for school meals.

To ensure that students do not go hungry, but also to promote responsible behavior and minimize the fiscal burden to the school district, PGCPS will allow students in particular grade levels to charge the cost of lunch to be paid back later to the individual school.

- **Assistance for eligible families:** We encourage all households to complete the annual Meal Benefit Application to determine if your student is eligible to receive free or reduced-priced meals. Applications can be completed online at MySchoolApps.com. Paper applications are sent home with each student the first day of school.
- **Convenient, online payment options:** PGCPS offers MySchoolBucks.com, an online payment service that offers you the convenience and information you need to manage your student’s meal account. MySchoolBucks allows parents to:
 - ✓ *Make payments quickly using a credit or debit card (there is a convenience fee for the service);*
 - ✓ *Create a free account to view balances and items purchased;*
 - ✓ *To set and receive low balance notifications;*
 - ✓ *Set limits to automatically replenish student account when balance is low; and*
 - ✓ *Monitor your student purchases.*
- **Procedures for students without funds for schools meals:**

All students eligible for free and reduced-priced meal will receive breakfast and lunch at no cost in all grade levels. (Pre-K – 12)	
Elementary/Middle (PK-8)	High School (9-12)
<ol style="list-style-type: none"> 1. A student may receive up to three lunches until the school administration has been reimbursed for meals served. Payment is expected within three days to the cafeteria or school office. 2. Weekly low balance notification will be sent home with students in elementary schools and Academies (K-8). 3. A student who has charged a meal may not purchase “a la carte” snacks. 	<ol style="list-style-type: none"> 1. High school students are expected to remain aware of their daily balance. Cashiers remind students daily when their account is low. 2. A high school student may charge one meal. 3. A student who has charged a meal may not purchase “a la carte” snacks.

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<i>Elementary/Middle (Pk-8), cnt'd:</i>	<i>High School (9-12), cnt'd:</i>
<p>4. The principal or designee will coordinate communications with the parents/guardians to resolve unpaid meal charges.</p> <p>5. Once the maximum number of unpaid meal charges is reached, the student will receive an alternate lunch (cheese stick, crackers, fruit/vegetable and milk).</p> <p>6. Outstanding balances, if not paid off at the end of the school year, will be forwarded to the new school year. Students will not receive a meal until the outstanding balance is satisfied.</p> <p>7. Outstanding meals charges could result in with holding of report cards and student records.</p>	<p>4. If the charges are not paid, the student will be provided with the alternate meal for high school students (cheese sandwich and milk).</p> <p>5. Outstanding balances, if not paid off at the end of the school year will be forwarded to the new school year. Students will not be able to charge a meal until the outstanding balance is satisfied.</p> <p>6. The principal or designee will coordinate communications with the parents/guardians to resolve unpaid meal charges.</p> <p>7. Outstanding meals charges could result in with holding of report cards and student records.</p>

A student who does not comply with Administrative Procedure 5080 can be refused a meal. If school administration suspects that a student may be abusing the procedure, written notification will be sent to the parent /guardian that if the student continues the behavior, the student will not be allowed to receive a meal.

For additional information, please contact the Department of Food & Nutrition Services at 301-952-6580, or visit the website at <http://www.pgcps.org/foodandnutrition/>.