

**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 using cash or check. See the back of this form for more details. Additional forms can be picked up in the school cafeteria.**

You can make prepayments to your child's account online using a credit or debit card. Go to [www.MyLunchMoney.com](http://www.MyLunchMoney.com) to set up an account. To obtain your child's ID number call the Office of Food and Nutrition Services at 410-887-7855.

**Distribution of Prepayment** - Your child can use the money for meals and/or a la carte items. If you want your child to use the account for meals only, then check (✓) the box next to "DO NOT ALLOW A LA CARTE PURCHASES."

TOTAL PREPAYMENT \$ \_\_\_\_\_

☐ **DO NOT ALLOW A LA CARTE PURCHASES.** If you check this box, the account can only be used to purchase complete meals.

	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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**Distribution of Prepayment** - Your child can use the money for either meals and/or a la carte items. If you want your child to use the account for meals only, then check (✓) the box next to "DO NOT ALLOW A LA CARTE PURCHASES."

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PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Dear Parent or Guardian:

The school cafeterias use computers at the point-of-sale. Every Baltimore County Public School student is assigned a personal identification number (PIN) for access to their Nutrition Express Meal Account. In some cases, a student may be issued a barcode card rather than a PIN.

How the Nutrition Express Meal PIN/Card works:

Each student has a unique PIN/barcode card, which is linked to your child's account. Your child's account is accessed when the PIN is entered or the card swiped. *The Nutrition Express Account is not a credit account.* Money needs to be deposited into your child's account prior to using the PIN/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 check (✓) the box next to "DO NOT ALLOW A LA CARTE PURCHASES."

You can make prepayments to your child's account online using a credit or debit card. Go to [www.MyLunchMoney.com](http://www.MyLunchMoney.com) to set up an account. To obtain your child's ID number call the Office of Food and Nutrition Services at 410-887-7855.

If your child forgets his/her PIN or loses his/her card, they can still access the 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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