

BALTIMORE COUNTY PUBLIC SCHOOLS
Office of Food and Nutrition Services
SCHOOL LUNCH PREPAYMENT FORM
(Elementary Schools only)

STUDENT NAME: _____ SCHOOL: _____

This form is used to deposit money into your child's Cafeteria 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 bank account (ACH), credit, or debit card. Go to www.MySchoolBucks.com to set up an account. You will need the Student ID to add your child to your MSB account. You can find the student ID in your parent FOCUS account. Visit <https://baltimore.focusschoolsoftware.com/focus/> and go to "My Profile" to find the Student ID.

Distribution of Prepayment - Your child can use the money for á la carte items. Student meals (breakfast and lunch), are at no charge to students.

TOTAL PREPAYMENT: \$ _____

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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PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

Dear Parent or Guardian:

Only Elementary Schools will be able to process cash or check payments as of School Year 2023-2024.

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 Cafeteria Account.

Each student has a unique PIN, which is linked to your child's account. Your child's account is accessed when the PIN is entered. The Cafeteria Account is not a credit account. Money needs to be deposited into your child's account prior to using the PIN. This money can be used for meals and a la carte food items. All students may have money on account. School meals (breakfast and lunch), are at no charge to the student. You may prepay for a la carte food items.

Instructions for Prepayments - How to put money in the Cafeteria 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 Elementary 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.

You can make prepayments to your child's account online using a credit or debit card. Go to www.MySchoolBucks.com to set up an account.

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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