



Office of Child Nutrition

320 Cathedral Street
Baltimore, MD 21201

P: 410-547-5402

F: 410-625-8470

August 31, 2022

Dear Parent or Guardian:

The Archdiocese of Baltimore, Child Nutrition Program provides nutritious, well-balanced meals as set forth by the United States Department of Agriculture (USDA). **USDA and the Maryland State Department of Education (MSDE) have announced that we will be returning to regular meal service this for the 2022-2023 school year.**

The school cafeteria uses computers for point of service accountability. All enrolled students are assigned to a family account. Each Family will have a FAMILY ID and each enrolled student will have their own separate LUNCH ID. The LUNCH ID is the number they input at the end of the serving line to access their meal account. The students are learning this number in school and you will receive a letter in the mail with your student's Lunch ID.

Please help your student learn their lunch ID and express to them that this LUNCH ID is **NOT to be shared with others. Returning students will use the same lunch ID as previous years.** If there are additional charges to your child's account, you will be responsible for payment. **Keep your family/student's lunch ID confidential!**

How the Lunch ID works:

- At the end of the serving line, the student inputs their lunch ID for program accountability.
- Students are charged full price (\$3.75 lunch and \$1.70 breakfast) per meal, unless they are approved for free or reduced meals through direct certification or meal benefit application.
A la carte items/extra meals (if sold at your school) are charged at the published price. Parents **are encouraged** to deposit funds into your student's account prior to using the lunch ID for a la carte items/extra meals. Students will not be able to purchase a la carte items/extra meals unless there is money on their meal account. **The meal account is not a credit account. NO MONEY IS COLLECTED IN THE SERVING LINE. Credit is NOT extended for a la carte items, extra entrees or adult meals.**
- If your child forgets his/her lunch ID, they can still access their account by giving the Food Service Manager their name and grade in line.
- The lunch line may be slow for a few days until the students familiarize themselves with their **lunch ID**.

Instructions for prepayment to meal account

Online Payments:

PowerSchool provides an easy-to-use, efficient way to make payments, with a credit or debit card, quickly and securely anytime using a simple internet connection. You can also view purchase history throughout the year.

- Contact your school for PowerSchool access. Once you have PowerSchool access you will be able to set up your food service account.
- Sign into your PowerSchool account and click on "foodservice" or the knife/fork icon to register your meal account.
- Once you register your meal account, you can add funds and complete your meal benefit application (MBA) online. There is a small online payment fee. **We strongly recommend** parents/guardians pay online.
- See attached "adding funds" for instructions to register for your meal account.

At the School:

- **No cash is accepted at the school.**
- Payment can be made with money order or check (made payable to the AOB/Child Nutrition Program). Please note "lunch money" and your child's name and grade in the memo section of the check or money order. If you want your child to use the account for meals only (no a la carte or extras), email your request to abain@archbalt.org.

"This Institution is an equal opportunity provider"

2601 2620 2621 2626 2629



Office of Child Nutrition

320 Cathedral Street
Baltimore, MD 21201

P: 410-547-5402

F: 410-625-8470

- In most cases meal payments are applied to your student's account the same day, but please allow 24 hours.

Well-nourished students are more engaged and perform better in school.

Returned payments (check or online)

If the school cafeteria receives a returned payment from a check or online payment, a letter is mailed to the address on file and a copy emailed to the principal and food service manager. The payment is removed from the student's lunch account and the parent is responsible for repayment of meals and the \$30 bank fee incurred by the Child Nutrition Program.

Meal Benefit Applications

Families are encouraged to complete the meal benefit application (MBA). The data collected on the MBA is used to determine who is eligible for free and reduced meals and who receives future P-EBT payments, should they be distributed.

To submit meal benefit applications:

- Contact your school for PowerSchool access. Once you have PowerSchool access you will be able to set up your food service account.
- Go to your PowerSchool account and click on "foodservice" or the knife/fork icon to register your meal service account.
- Click "apply for free or reduced meals" and follow the instructions.
- Meal benefit applications have also been emailed to parents and can be completed and returned to abain@archbalt.org, Child Nutrition Program, 320 Cathedral St. Baltimore, MD 21201 or to your school.

If you have, questions or concerns email abain@archbalt.org .