

St. Mary's County Public Schools
Department Food & Nutrition Services
Student Meal Account Balance Procedures

Purpose: To communicate this procedure for the disposition of student meal account balances remaining at the end of the school year.

Procedure:

1. Student meal account balances are carried forward from one school year into the next school year. These funds are immediately available to students at their next grade level or new school. This process continues until a student graduates or leaves the school system.
2. When a student graduates or leaves the school district, their student meal accounts will become inactive. It is the responsibility of parents/guardians to request the refund of any balance of their student meal accounts. Refunds of student meal account fund balances may be requested by using the link below and also found on the Department of Food and Nutrition Services homepage.

<https://survey.smcps.org/index.php/941619?lang=en>

3. Student meal account fund balances will be moved forward from one school year into the next school year in an inactive status for the three previous school years and the current school year. It is the responsibility of parents/guardians to request the refund of any balances of their student meal accounts during this time. Any funds remaining in student meal accounts after the close of the fourth school year since becoming inactive will become an asset of the school meal program.