

**Unpaid Meal and delinquent check policy:**

Students unable to pay for meals at time of meal service breakfast/lunch may charge up to \$10.00 and will be served a reimbursable meal with no limitations.

Students who's charge account goes beyond \$10.00 up to \$20.00 will be given an alternative meal (sack lunch) Breakfast will include cereal, fruit, milk, Lunch: a Cheese Sandwich, Fruit, Milk, and will be charged the same price as for a reimbursable meal.

***(Alternative meals will be given up to 10 times per school year.)***

Households who may need assistance applying for free/reduced meals may contact the Child Nutrition Director @ 918 489-5587 for a meal application. Households will be notified of low or negative balances by district's automated contact system, statement sent home with student, mail or phone call from CN Director.

CN Director will be responsible for managing meal accounts and can work with each household to set

up a repayment plan if needed. Each situation will be looked at on a case by case basis, at any time during the school year. If household income/size changes, a new application can be obtained from CN Director, on line from district web site, or school Secretary. Application status can be re-determined.

Households will be notified of delinquent debt and a request for payment by CN Director within 5 days from the date the debt occurred. Delinquent meal charges will result in students not being allowed to

be served until account balance is paid in full. Consequences for failure to repay debt may include

filing suit with small claims court. Funds will obtained by prosecution of debtor to restore unallowable bad debt.

Any personal check received that does not clear will be assessed a minimum of \$25.00 fee in addition

to any bank fees incurred by the district. Persons who have a returned check with the district will not

be allowed to charge until the debt is paid in full.

All households will be given a copy of meal charge policy with meal application and it will also be posted on our school website. All staff members responsible for policy enforcement will be given a copy at their annual training.