



Procedures for Student Meal Accounts

- Our goal is to provide all students with quality, nutritious meals every school day; however, the district must ensure its child nutrition services are operated in a fiscally responsible manner.
- Current meal prices are posted on the district's website. If you have questions about meal prices, please contact the school or the Child Nutrition Director, Kristy Carpenter, at (918) 629-8997.
- Families will be notified when their child's account balance is low so that the account can be replenished. Please make sure your child has adequate funds in their account.
- Students in all grades who do not qualify for free meals may charge a maximum of \$30.00 in meals at school prior to May 1st. No charges will be permitted within the last two weeks of school.
- The child nutrition department will monitor student account balances daily.
- Students who are on full price or reduced pay status for meals will be notified by the cashiers as they come through the cafeteria line if their account balance is \$5.00 or below.
- Parents will also receive automated phone call reminders once the balance goes below a positive balance of \$5.00.
- Letters will be sent home in backpacks with students who have negative balances for grades PK-6th. Account statements will be sent through the mail twice monthly for all students with negative balances.
- Cafeteria managers will call the parents/guardians of students with negative balances of less than \$90.00. The Child Nutrition Director will call the parents/guardians of students with negative balances of \$90.00 or more. All calls will be monitored on a call log kept by the child nutrition department and reported to the Superintendent.
- Students who have exceeded the charge limit and students who are without lunch funds after May 1st will receive alternate meals if they do not have money to pay for their meals. As an example, an alternate meal may consist of a cheese sandwich, fruit, and white milk for lunch or toast and juice for breakfast.
- The alternative meal may continue to be provided until (1) the account returns to a positive balance, (2) the student has money for the current day's meal, or (3) payment has been received according to a prearranged payment plan. Payment arrangements are only allowed for accounts with negative balances over \$90.00.
- If a student's account remains delinquent despite these efforts to collect the debt, the Child Nutrition Director and Superintendent will assess the situation to determine whether the account should be referred to a collection agency.
- Students may not be permitted to participate in extracurricular activities if their account is \$90.00 or more delinquent.
- The cafeteria managers at each school will provide a note to each teacher instructing students to see the cashier before going through the meal line. This will allow the student to check their account before receiving a tray and determine whether they will receive the alternative meal.
- Students with negative balances will not be allowed to purchase any a la carte items from the menu (i.e. chips, ice cream, cookies) using their lunch account.
- Payment can be sent through the mail to the school at: 400 W Main St, Sperry, OK 74073.
- Parents and guardians also have the option of sending money with their student(s), where the student can make the payment directly to the cafeteria staff.
- The district is currently working on implementing an online payment system, where parents/guardians will be able to pay through the school website and/or Parent Portal.
- All parents/guardians have the option to submit a free/reduced application at any time throughout the school year.