

**Unpaid Meal Charge Policy**

1. Students who are unable to pay for their meal at the time of the meal service are allowed to charge a meal for both breakfast and lunch.
2. There is no set limit regarding the number of charges allowed before requiring payment of the debt. Lexington Schools' administration and child nutrition employees pride ourselves with knowing our individual families and their needs and work with them on a case-by-case basis to resolve debt issues.
3. Students who are allowed to charge a meal will receive a reimbursable meal.
4. Students who are allowed to charge a meal will not have limitations on the foods they may select for a reimbursable meal.
5. Families can find assistance with applying for free or reduced price school meals by calling the Superintendent's office at 405.527.7236, contacting our Child Nutrition Claims Expert Charlotte Effinger at 405.527.7236 x299 or at [ceffinger@lexington.k12.ok.us](mailto:ceffinger@lexington.k12.ok.us), contacting our Child Nutrition Director Kristi Johnson at 405.527.7236 x241 or at [kjohnson@lexington.k12.ok.us](mailto:kjohnson@lexington.k12.ok.us), and by visiting our website at [www.lexington.k12.ok.us](http://www.lexington.k12.ok.us).
6. The Lexington School Food Authority will primarily notify households of negative balances by automated calls via our School Messenger System. Statements will also be sent home via Thursday folders for elementary students and via the US Mail for secondary students. This will then be followed by a personal phone call from Child Nutrition Student Account Specialist Tracy Richards.
7. The following resource is available to assist families with paying for the children's meals or debt: repayment plans.
8. Delinquent meal charges will be handled on a case-by-case basis.
9. The Superintendent's office working in conjunction with the Director of Child Nutrition and our Student Account Specialist will be responsible for managing delinquent charges.
10. The following consequence for families that fail to repay the debt will be determined on a case-by-case basis: Parents may be asked to send breakfast and lunch to school with their child(ren).

**Local Meal Charge Policy Communication Requirements**

1. All families will receive a written copy of the meal charge policy via our enrollment packet. Additional copies will also be available online at [www.lexington.k12.ok.us](http://www.lexington.k12.ok.us), at each school building, at the cafeteria, and at the Superintendent's office.
2. For transfer students, students will receive a written copy of the meal charge policy in their enrollment packet.
3. All school and/or district-level staff members responsible for policy enforcement will receive a written copy of the meal charge policy annually. (Hard-copy and email). This will include Kristi Johnson, Director of Child Nutrition, and Tracy Richards, Student Account Specialist
4. Families will be verbally reminded of the meal charge policy when contact is made by our Student Account Specialist. They will be offered a copy if they no longer are in possession of one.
5. Other ways families will be informed of the policy include the district website at [www.lexington.k12.ok.us](http://www.lexington.k12.ok.us) and during our annual enrollment in August of each year.

