

Buna Independent School District
PO Box 1087 Buna, TX. 77612
Phone (409)994-5101 FAX (409)994-4808
Dr. Donny Lee
Meal Charge Policy

To: Buna ISD Parents
From: Buna ISD Food Service Department
Date: October 28, 2016

Buna ISD has established a meal account for each student for their use in paying for meals. The account may be replenished by sending cash or check with your child for credit to the account, or through the on-line payment system, using a credit or debit card. Please call 994-7438 if you would like assistance in navigating the on-line system. Buna ISD discourages overdrawn or charge accounts; however, we understand that, sometimes, our students and your children may not get the message to their parents that additional funds are needed in their meal account. In the event that a student has reached "charge" status, the following guidelines will be observed:

- A notice will be sent to parents once an account reaches a negative balance at the end of each six weeks grading period for any account in "charge" status.
- Hyper Alert will contact you when a negative balance is reached.
- A 2nd notice will be sent by certified mail once an account reaches \$30 in charges.
- A 3rd notice will be sent by certified mail once an account reaches \$99 in charges and further legal action will be taken.

It is not our desire to have to ask your assistance in keeping a positive balance in your child's meal account.

Sincerely,
Jodie Carr
Buna ISD
Food Service Director
409-994-7438

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the *USDA Program Discrimination Complaint Form*, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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