



Request for Refund of Student Meal Account Balance

At the end of the year, any money remaining in a student's meal account will automatically rollover to the next year. If your student transfer to another school, within Orcutt Union School District, money in their account will automatically transfer with the student. A parents / legal guardians can request a refund of the remaining money in their student's account by completing this form in length. A check will be processed and mailed to the address that is provided in the form below. Processing of checks can take 2-3 weeks to receive.

Student's Name:	Grade:	School:	Date:

Why are you requesting the refund?

What is the address the check should be mailed to?

Street Address

City

State

Zip Code

Telephone #

Print Name: Parent/Legal Guardian Requesting/Receiving Refund

Signature of Parent/Legal Guardian Requesting/Receiving Refund

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at How to File a Program Discrimination Complaint 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, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Do not complete the information below. This is for school use only.

Amount Refunded: \$ _____	<input type="checkbox"/> Check if refunded by CN Cashier	CN Cashier Signature:
	Date:	Warrant Number:

Money subtracted from meal account:

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Director approval: _____ Date: _____