

LEE COUNTY SCHOOL FOOD SERVICE
REGINA DUNN
P. O. BOX 399
LEESBURG, GA 31763
229-903-2127

PRE-K, PRIMARY & ELEMENTARY SCHOOL
CHARGE POLICY/PROCEDURE
2019-2020

- Students of Lee County Pre-K Program, Lee County Primary, Kinchafoonee Primary, Lee County Elementary and Twin Oaks Elementary are allowed to charge up to \$5.00 to their meal account.
- Cashiers will notify parents when their lunch account is in need of money.
- Cashiers will send a notification home/contact parents when charges exceed \$5.00. In the event charges exceed \$10.00, students will not be allowed to charge a breakfast to their account.
- Excessive Charges will be brought to the attention of the School Food Service Director, Regina Dunn after attempts to collect the money owed from the Parent/Guardian have failed.
- Additional action will be taken if charges remain unpaid after thirty days.

If you are applying for Free or Reduced Meals with the Lee County School System, your children must pay for meals until your family application has been approved. You will be notified when your application is approved or denied.

Reminder: Eligibility for free or reduced-price meals will expire automatically on September 18, 2019 if we do not receive a new application by that date.

Only one application per Family is needed. Please call the School Food Service Office at (229)903-2127 if you have any questions.

Federal Law prohibits anyone being in debt to a School Nutrition Program. (OMB Circular A-87)

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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