

TOWNS COUNTY SCHOOL NUTRITION CHARGE PROCEDURE

Students are strongly encouraged to make arrangements to pay for their meals before meal service. No student will be refused meals due to the lack of funds. Students are not allowed to charge ala carte (extra) items, only meals.

The charge limit for all students is \$15.00. Students will receive a charge letter once their charges reach \$5.00. If payment is not received promptly after receipt of a charge letter the parents will be notified by phone. All charges need to be paid in full by the end of the month the charges are incurred. If payment is not received by the end of that period the student will receive a complimentary meal of a sandwich and a carton of milk. Once charges are cleared the student can once again receive meals.

Parent must reapply each school year for free and reduced price meal benefits. Meal applications are available online at www.townscountyschools.org, at each school or you may contact our office at 706-896-4131 ext: 1020 and we will be happy to assist you.

Parents may check their student's meal account balance and make payments online at www.mypaymentsplus.com. Email alerts can also be set up through the online account. If you need assistance with setting up an account with My Payments Plus please contact Becky or Kathy at 706-896-4131 ext: 1020.

ADULT CHARGES

Employees of Towns County School System are allowed to charge meals and ala carte items to their accounts. All charges must be paid on the last operating day of the month the charges are incurred.

The school nutrition department is a federally funded non-profit program so therefore we are not permitted to have any outstanding negative balances at the end of the school year. If anyone has a negative balance by the end of the school year and parents do not respond to the efforts to collect the payments for these negative balances it is the responsibility of the general fund or principals funds to clear all charges at that time.

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.

This institution is an equal opportunity provider.