



# Forest City Regional School District

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Mary Lee Martines, SNS - Food Service Director

## FOOD SERVICE ACCOUNT REFUND FORM

Dear Parent/Guardian:

**Upon withdrawal of your student or graduation of your senior please fill out the Food Service Account Refund Form below for account positive balances. Please make a request prior to withdrawal or senior graduation.**

I would like to request the following option for my child's food service account positive balance:

Option 1: \_\_\_\_\_ Refund                      Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Option 2: \_\_\_\_\_ Transfer      Student to be transferred to: \_\_\_\_\_

Option 3: \_\_\_\_\_ Donate to a needy student

Parent/Guardian (Print): \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your time and cooperation!

Sincerely,

Mary Lee Martines, SNS  
Food Service Director

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.