## **Abilene ISD Student Nutrition Department**

## Student Nutrition Lunch Account-Refund Request 241 Pine Street Abilene, Texas 79601

Name \_\_\_\_\_ Date \_\_\_\_\_

Please do the following with the balance in my student's account:

\_\_\_\_\_ I have another Student or Employee lunch account in the District. Please transfer to the following account name/number: \_\_\_\_\_\_.

\_\_\_\_\_ I do not have another Student or Employee lunch account in the District. Please refund the balance to name & address below:

Parent or Guardian Name: \_\_\_\_\_

Mailing Address, City, State, Zip\_\_\_\_\_

Please allow up to four (4) weeks for check refunds to be processed.

Student or	
Parent /Guardian	
Signature:	Date:

## For AISD Student Nutrition office use only

I confirm that I have received permission from the Director of Student Nutrition and will process the request for reimbursement refund from the employee/child's nutrition account

Final Account Balance of: \$\_\_\_\_\_

\_\_\_\_\_ Amount has been deducted from account \_\_\_\_\_Check request issued

\_\_\_\_\_ Amount has been transferred to

Account has been deactivated

Kandace Chancey Student Nutrition Accountant 325-677-1444, Ext. 7594 Kandace.chancey@abileneisd.org Jay D. Towell Director of Student Nutrition 325-677-1444, Ext. 2607 jay.towell@abileneisd.org Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly. The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at

http://www.ascr.usda.gov/complaint\_filing\_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at *program.intake* @usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Revised June 2016