



Orcutt Union School District ▪ Child Nutrition Department
500 Dyer Street ▪ Orcutt CA 93455 ▪ (805) 938-8926

Child Nutrition
DEPARTMENT

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. Account balances of less than \$10 can be processed in the school cafeteria. For balances above \$10, submit the completed form to the address above. 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 during the months of August – May. Forms that are received during the months of June – July will be processed in the middle of August.

Student's Name:	Lunch PIN #:	School:	Date:
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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 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, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (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.

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: