

**EANES INDEPENDENT SCHOOL DISTRICT REQUEST FOR  
REFUND OF STUDENT LUNCH ACCOUNT**

All Requests for Refund shall be turned in to the school Cafeteria Manager. The Request will then be verified and approved by Child Nutrition administration prior submission to the Department of Business Affairs for payment. Original signatures are required on this form.

**Please Fill out and email to: [kpownall@eanesisd.net](mailto:kpownall@eanesisd.net)**

Students Name: \_\_\_\_\_ School# \_\_\_\_\_ Refund Amount \$ \_\_\_\_\_  
/ ORG # \_\_\_\_\_

Parent/Adult Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Parent/Adult: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Child Nutrition Dept.: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Business Services: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

* School Numbers	Barton Creek Elementary	105	Hill Country Middle	041
	Bridge Point Elementary	106	West Ridge Middle	042
	Cedar Creek Elementary	102	Westlake High	001
	Eanes Elementary	101		
	Forest Trail Elementary	104		
	Valley View Elementary	103		

Account Code: 701.R.00.5751.00.\_\_\_\_.0.00.000

**Forms can be mailed to:**

**Child Nutrition Department, Eanes ISD, 601 Camp Craft Road, Austin, TX 78746**

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, 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:

**Mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

Fax: (202) 690-7442; or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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