

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

All Requests for Refund or Donation of excess funds shall be emailed to the Child Nutrition Office. The Request will then be verified and approved by Child Nutrition administration prior submission to the Department of Business Affairs for payment. Signatures are required on this form.

Please Fill out and email to: kpownall@eanesisd.net

CHECK THIS BOX IF YOU WOULD LIKE TO DONATE YOUR EXCESS ACCOUNT FUNDS TO CHILD NUTRITION TO COVER ANY NEGATIVE MEAL ACCOUNT BALANCES

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

Parent/Adult Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell 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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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: 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.

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