

LEE COUNTY SCHOOL FOOD SERVICE
REGINA DUNN
P. O. BOX 399
LEESBURG, GA 31763
229-903-2127

PRE-K, PRIMARY & ELEMENTARY SCHOOL
CHARGE POLICY/PROCEDURE
2023-2024

- Students of Lee County Pre-K Program, Lee County Primary, Kinchafoonee Primary, Lee County Elementary and Twin Oaks Elementary are allowed to charge up to \$13.75 to their meal account.
- Cashiers will notify parents when their lunch account is in need of money.
- Cashiers will send a notification home/contact parents when charges exceed \$13.75. In the event charges exceed \$13.75, students will not be allowed to charge a breakfast to their account.
- Excessive Charges will be brought to the attention of the School Food Service Director, Regina Dunn after attempts to collect the money owed from the Parent/Guardian have failed.
- Additional action will be taken if charges remain unpaid after thirty days.

If you are applying for Free or Reduced Meals with the Lee County School System, your children must pay for meals until your family application has been approved. You will be notified when your application is approved or denied.

Reminder: Eligibility for free or reduced-price meals will expire automatically on September 21, 2023 if we do not receive a new application by that date. Only one application per Family is needed.

You can apply online @ www.schoolcafe.com/lcss

Please call the School Food Service Office at (229)903-2127 if you have any questions.

Federal Law prohibits anyone being in debt to a School Nutrition Program. (OMB Circular A-87)

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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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

This institution is an equal opportunity provider.