

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

LEE COUNTY MIDDLE, 9TH GRADE, TLC & HIGH SCHOOL
CHARGE POLICY/PROCEDURE
2023-2024

PROCEDURE FOR MEAL CHARGES

Lee County Middle School East, Lee County Middle School West, 9th Grade Campus, Lee County High School and Transitional Learning Center students will not be allowed to charge over \$15.00 for meals in the cafeteria. By allowing charges up to \$15.00, students will continue to receive breakfast and lunch for a reasonable grace period in the event they forget to bring their money.

After students have reached their charge limit, they will receive an alternate meal consisting of a sandwich and milk. Although the Food Service program will make attempts to notify parents of account shortages, it is the responsibility of the parent to check account balances.

Students that reach the charge limit of \$15.00 will not be allowed to pick up a breakfast tray. An alternate meal for breakfast will not be served. No more than 5 alternate lunch meals may be served to students. Additional action will be taken if charges remain unpaid.

The charge/no charge policy will be enforced to eliminate unnecessary debt within the School Nutrition Program.

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

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

Only one application per Family is needed. Please call the School Food Service Office at (229) 903-2127 if you have any questions. Thanks

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, audiotope, 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.