



**Southington Public Schools
Southington, Connecticut**

SOUTHINGTON SCHOOLS FOOD SERVICE PROGRAM
REFUND POLICY FOR STUDENT PREPAID MEAL ACCOUNT

Parents may request a refund of their student's prepaid meal account (MyPaymentsPlus) at any time by completing the "Request for Refund" form below. The completed form should be sent to the attention of Nicole Lefebvre, Food Service Director, at nlefebvre@southingtonschools.org or via mail to the Southington Public Schools Food Service Program, 240 Main Street, Southington, CT 06489.

For high school graduates or students no longer enrolled in the Southington Public Schools:

It is the policy of the Southington Schools Food Service Program that students will be eligible for a refund if they are no longer enrolled in the Southington Public Schools and have a balance greater than \$15 on their MyPaymentsPlus.com account. Balance under \$15 will be considered a donation. Parents of students with balances over \$15 can request a refund by using the attachment within one year of graduation.

The Southington Schools will make an effort to contact the parents of these students in writing. The parents will be offered three (3) options for the meal balances of graduated students of students no longer enrolled in the Southington Schools:

1. Request a full refund.
2. Donate the balance to a fund set up to provide after school snacks and meals to students in need.
3. Transfer the unused balance to a younger sibling in the student's family.

If the Food Service Department does not receive a response to our written communication by the deadline on the form, the balance will be considered a donation to a student in need.

Refund requests can be emailed to nlefebvre@southingtonschools.org or mailed to:

Southington Public Schools
Food Service Program
240 Main Street
Southington, CT 06489

Questions can be directed to the Food Service Department at 860-628-3286 ext. 21220.



**Southington Schools Food Services
Southington, Connecticut**



**REQUEST FOR REFUND
Student's My Payments Plus Balance**

Completed forms can be emailed to Nicole Lefebvre, Food Service Director, at nlefebvre@southingtonschools.org or mailed to the Southington Public Schools Food Service Program, 240 Main Street, Southington, CT 06489.

***Please note that the Food Service Office is closed when school is not in session.
Requests for refunds will be processed during the school year.**

Date: _____

Student Name: _____ Student ID #: _____

Mailing Address: _____

Parent/Guardian Full Name: _____

Parent/Guardian Signature: _____

Please choose one of the following:

- Full Refund
- Donate the balance to help a Southington student in need.
- Transfer to the sibling listed below:

Sibling Name: _____ Student ID #: _____

**Questions can be directed to the Food Service Department at
860-628-3286 ext. 21220.**