



Carlisle Public Schools

83 School Street Carlisle, MA 01741 Phone: 978-369-6550 Fax: 978-371-2400

Carlisle Public School Food Service Department Late Payment/Charging of Meals

September 2024

Students are expected to pay for their extra meal at the time of service.

Students paying for extra meals are encouraged to prepay by the week or month. Checks and cash are accepted or for a small fee you can prepay online at www.mymealtime.com. Prepay instructions are available on the school website. Please make checks payable to: Town of Carlisle.

Late notices via e-mail will be sent out weekly showing the students name, date and amount owed. Parents are asked to pay the owed money and return it to the kitchen manager or send it in with your child. When the amount due exceeds \$25.00 the information is given to the school's Food Service Director and he/she seeks payment via the U.S. mail. If the Food Service Director is unsuccessful it will then be turned over to the Business Manager for payment.

Students will never be refused a lunch.

Thank you
Food Service Director

Non-Discrimination Statement

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/ad-3027.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