

Student Nutrition Services

Information About School Lunch Service 26-27

Breakfast and Lunch are offered at NO COST TO ALL YUHSD STUDENTS. All students are strongly encouraged to take advantage of this opportunity. Additional meals and ala carte items are available for purchase in every school cafeteria every school day. Purchases are tracked using an electronic debit Point of Sale system (POS). The amount of the purchase is subtracted from each student's account at the time of sale. To access student meal accounts, each student is given a Student ID number and secure PIN number when they register in the district. The secure PIN number is to be used every time a purchase is made. It is the parent or guardian's responsibility to provide adequate funds to cover their student's daily purchases.

A LA CARTE ITEMS:

A la carte items offered may vary per school. YUHSD does not allow charging for a la carte items. If a student has cash in hand and has a negative balance, students will be able to purchase a la carte item. Students may use their meal account to purchase a la carte items.

HOW DO I DEPOSIT MONEY INTO A STUDENT ACCOUNT?

Families are encouraged to prepay for additional meals and a la carte. Money is accepted in the school cafeteria daily for payments on the day of service. Families may also add funds with a credit/debit card or electronic check payment through MySchoolBucks, an online payment service at www.myschoolbucks.com. MySchoolBucks charges a convenience fee to use their service.

HOW WILL I KNOW WHEN TO MAKE A DEPOSIT?

My School Bucks can be used to check your child's account activity and set up low balance notifications. Families will be sent a low balance or past due balance to their email account on file.

CHECKS RETURNED FOR NON-SUFFICIENT FUNDS (NSF):

When a check is returned for "NSF", a letter will be sent to inform the parent(s) from the Student Nutrition Director. Payment for the NSF check must be in the form of cash, cashier's check, or money order. Payment must be received within ten (10) days of the date of the letter.

END OF SCHOOL YEAR BALANCES

End of school year balances will remain in the account at the end of each school year and will be ready for use when the student returns at the beginning of the following school year until 12th grade. Parents/Guardians of graduating students may request the remaining balance be transferred to a sibling, or receive a refund by submitting a "Refund or Transfer Request Form", located under the Student Nutrition Department tab on the school district's website. A refund will only be issued to the Parent or Guardian on file. Unclaimed balances after two years will be transferred to the Student Nutrition Department.

MOVING OUT OF THE DISTRICT/WITHDRAWAL:

When moving out of the District or when withdrawing from Yuma Union High School District, parents/guardians should contact the Student Nutrition Department to review their student's account and to receive a refund for any funds left in the account or pay any outstanding balance owed. Parents/guardians should complete a "Refund or Transfer Request Form", located under the Student Nutrition Department tab on the school district's website. Unclaimed balances after two years will be transferred to the Student Nutrition Department.

For more information or assistance contact the Student Nutrition Department at 928.502.4773 or email awhiddon@yumaunion.org or ehildreth@yumaunion.org

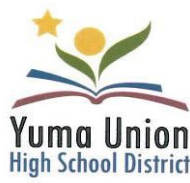
In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal 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;*
- 2. fax: (202) 690-7442; or*
- 3. email: program.intake@usda.gov.*

This institution is an equal opportunity provider.



Yuma Union High School District

Meal Account Balance Refund or Transfer Request

Please complete the information below and return to:

Student Nutrition Department, 3150 S Avenue A, Yuma AZ 85364 or email to awhiddon@yumaunion.org

Please call 928.502.4773 for assistance.

Positive balances for underclassmen will automatically carry over to the next school year. Refunds from student meal accounts are granted when a student graduates, leaves the district, or a special circumstance necessitates the refund. A refund will only be issued to the Parent or Guardian on file. Please choose one of the options below.

Student Name: _____ School: _____

Student ID#: _____ Balance: _____

CHOOSE ONE:

☐ **REFUND:** I request the balance in the above named student's meal account be refunded to me.

Make Check payable to: _____

Mail Check to: _____

☐ **TRANSFER:** I request the balance in the above named student's meal account be transferred to the following student's meal account:

Student Name: _____

School: _____ ID# (if known): _____

Reason for Refund:

☐ Student has withdrawn from the Yuma Union High School District.

☐ Student is/has graduated.

☐ Other: _____

By signing below, I give approval for the above option to be completed:

Printed Name of Parent/Guardian

Telephone Number

Parent/Guardian Signature

Date