



From the office of Food Services

610.670.0180 x 1147 or 1148

## Student Meal Account Balance Refund or Donation Request

Thank you for participating in the Wilson Student Meal Account Program. We must receive a written request for the refund of money within 60- calendar days from date of withdrawal from the District.

Money can be transferred to a sibling account, refunded or donated to the *Food Service Delinquent Meal Fund*. Final refund amounts will be verified by the Food Service office after the request has been received. Select one of the options below for disposition of positive account balances. Any balance of **less than \$2.00** will be donated to the *Food Service Delinquent Meal Fund* unless arrangements are made to pick-up the cash in the Food Service Office.

### Select one option

**Student Full Name** \_\_\_\_\_

#### Option #1

\_\_\_\_\_ Transfer the balance to the following sibling(s) in Wilson SD:  
\_\_\_\_\_

#### Option #2

\_\_\_\_\_ Refund balance and make check payable to:  
Parent/Guardian \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

#### Option #3

\_\_\_\_\_ Donate the account balance to *Food Service Delinquent Meal Fund*.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Return the signed form by email – gilcar@wilsonsd.org, US mail or in person to the Food Service Office.*



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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the [USDA Program Discrimination Complaint Form](#), AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
- Fax: (202) 690-7442
- Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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