

Towns County School Nutrition Charge Procedure

Parents are strongly encouraged to submit a free or reduced meal application on or before the first day of school each school year. Parents must reapply each school year. Meal applications will be mailed out in July to every student enrolled in Towns County Schools. Meal applications are also available online at <https://family.titank12.com/>, and at each school's front office. You may also contact the Nutrition Department for an application.

The charge limit for all meals is \$10.00. Parents are encouraged to prepay for student meals if not approved for free meals. Students are not allowed to charge any extra items, only the meal. Once a student reaches the \$10.00 charge limit and payment has not been provided the student will receive an alternative meal. Students will receive an alternative meal until all charges are paid or the student has cash to pay daily.

Families will be notified of their student(s) charges weekly or biweekly by phone, email, text message or automated call to the phone number on file with the school. Please make sure to update all phone numbers and addresses each school year so that we may contact you. To prevent your student(s) from acquiring unwanted meal charges parents are strongly encouraged to set up online reminders and payment options at <https://family.titank12.com/>. For help with setting up the online account please contact the Nutrition Department.

Employees of Towns County School System are allowed to charge meals and extra items to their lunchroom accounts. The charge limit for employees is \$75.00. Charges need to be paid at the end of each month. If charges are not paid in full by the end of the school year the total amount owed will be deducted from the employee's paycheck.

[Notice for Language and Disability Assistance for the School Nutrition Program](#)

If you have difficulty communicating with us or understanding this information because you do not speak English or have a disability, please let us know. Contact (Becky Mullins). Free language assistance or other aids and services are available upon request.

Spanish

Español:

Si tiene dificultades para comunicarse con nosotros, o para entender esta información porque no habla inglés o tiene alguna discapacidad, por favor infórmenos. Comuníquese con (Becky Mullins). Tenemos disponibilidad de servicios gratuitos de ayuda en otros idiomas y otro tipo de asistencia y servicios cuando lo solicite.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer>, 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:

(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.

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