

Towns County School Nutrition Charge Procedure

Thanks to the Community Eligibility Provision (CEP) all students enrolled full time at any of the Towns County Schools this school year will be receiving free breakfast and lunch for the entire school year. Parents are not required to complete meal applications in order to receive free or reduced price meals for their children.

Although meals will be free for all students this school year all outstanding charges from previous school years will still need to be paid as soon as possible. If your child had an outstanding balance when school ended in May those charges will still be on their meal account in August.

In order to receive these benefits the student is required to take the entire reimbursable meal at both breakfast and lunch. Students may purchase extra items but will be required to pay for the items that they receive. Prices for extra items range from .75 up to 2.00. Students will need to pay cash or have money already on their meal accounts in order to purchase extra items. No charging for any extra items will be allowed. Parent may still access linqconnect.com and add money to their child's account in order to purchase extra items.

Employees of Towns County School System are allowed to charge meals and extra items to their lunchroom accounts. The charge limit for full time employees is \$75.00. Substitute employees are not allowed to charge meals. 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 June paycheck.

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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.