



WOODFORD COUNTY PUBLIC SCHOOLS

330 Pisgah Pike • Versailles, Kentucky 40383-9214 • (859) 879-4600
D. Scott Hawkins, Superintendent

Request Refund of Prepaid Student Meal Account Form

I _____ request a refund from my child, _____,
(Name of Student)

Prepaid Student Meal Account that was deposited while my child attended _____.
(Name of School Attended)

My signature certifies I am the legal guardian of and I have the legal authority to request a refund of
\$ _____ from the Prepaid Student Meal Account.

Please Print Name _____

Address _____ City _____ St _____ Zip _____

Signature _____ Date _____

Amount of Refund \$ _____ Verified by Food Service Coordinator

Food Service Coordinator Signature _____ Date _____

Chief Operating Officer Signature _____ Date _____

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: http://www.ascr.usda.gov/complaint_filing_cust.html, 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

BOARD MEMBERS

Ambrose Wilson IV, Chair – Debby Edelen, Vice Chair
Karen Brock – Margie Cleveland – Sherri Springate

Equal Education and Employment Opportunities

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.

