



Arlington

INDEPENDENT SCHOOL DISTRICT

More Than a Remarkable Education

**Food & Nutrition Services Department
Refund/Transfer Form**

*Parent/Guardian Name: _____

*Mailing Address: _____

*Daytime Phone #: _____ *Email Address: _____

*Student Name: _____ Student ID # (if known): _____

*School: _____ Amount in Account: _____

My student's cafeteria account has a balance. Please process these funds accordingly:

REFUND

TRANSFER

If a transfer is requested, please complete the information below.

Transfer to:

Student Name: _____ Student ID # (if known): _____

Amount: _____ School: _____

Student Name: _____ Student ID # (if known): _____

Amount: _____ School: _____

Student Name: _____ Student ID # (if known): _____

Amount: _____ School: _____

Refunds will be processed within 10 – 12 business days and mailed to the address provided above.

Saved forms should be emailed to FNSAccounting@aisd.net. You can also mail the form to AISD Food and Nutrition Services, 1206 W Arkansas Ln Arlington, Texas 76013 or personally deliver to the same address.

If you have questions, contact the A.I.S.D. Food and Nutrition (FNS) Office at 682-867-7624 or 682-867-7682.

Refund/Transfer Form Instructions:

This form is used to communicate with the AISD Food & Nutrition Services Department your desire to receive a refund or transfer money that is currently in your student's cafeteria account. The form, once completed and saved, will need to be emailed (as an attachment), printed and mailed or hand delivered to the FNS office.

To email the form (preferred): Download the form to your computer. Open the form and complete all appropriate information. Save the form. Open your preferred email program and attach the form to an email that will be sent to the following account(s).

Email: FNSAccounting@aisd.net

To mail or hand deliver the form: Download the form to your computer. Open the form and complete all appropriate information. Save the form. Print the form for mailing or delivery by hand.

Mail or deliver: 1206 W Arkansas Ln Arlington, Texas 76013

Boxes, on the form, highlighted in red and marked with an asterisk (*) are required fields. Please provide as much information as possible to expedite the process.

If you have any questions, contact the AISD Food and Nutrition (FNS) Office at 682-867-7624 or 682-867-7682.

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.usda.gov/oascr/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:

- (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.