



# CHILD NUTRITION PROGRAM

## 2024-25 CHECK POLICY



### *Check Policy*

1. Total amount of check will be deposited into student's lunch account and cannot be used to pay for other school items such as field trips, library fees, etc.,
2. The Elmore County Child Nutrition Program recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, CNP has contracted with CheckRedi, LLC, for collection of returned checks.
3. Checks should be written on a commercially printed check with name, address, and contact telephone number. When an individual writes a check to lunchroom, he or she agrees that, if the check is returned for any reason, it may be represented electronically on the same account, and that the Service Fee for returned checks established by law may be debited from the same account.
4. If the check and fee are not collected electronically, CheckRedi will contact the check writer by mail and/or by telephone to make payment arrangements. All payments need to be made directly to CheckRedi, P.O. Box 3829, Huntsville, AL 35810.

### **My School Bucks** allows parents access to their student's account **FREE OF CHARGE!**

1. **FREE**-view your child's account balance and send money to the school accordingly for any á la carte item purchases
2. **FREE**-receive emails when your child's balance gets to a certain amount (parent sets the amount)
3. **Small fee**-deposit funds electronically through My School Bucks; however, you can allocate funds to more than one student account per deposit... funds will show in lunch account within 15 minutes!

Register today at [www.myschoolbucks.com](http://www.myschoolbucks.com). Please take advantage of this helpful and convenient service.

If you have questions concerning any of the above, please call the CNP Office at (334) 567-1222 or toll free 1-844-685-9054.

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/ad-3027.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](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.