

**GREAT NECK PUBLIC SCHOOLS**

345 Lakeville Road  
Great Neck, NY 11020  
516-441-4090

Patricia Daley-Jimenez, CDN, SNS  
Director Food & Nutrition Services

Dear Parent/Guardian:

This letter is to inform you of the following United States Department of Agriculture (USDA) and Great Neck Public Schools' guidelines regarding school meals

- If a child forgets to bring lunch from home, money to buy lunch or has no money on the lunch account, credit will be extended for a meal.
- Payment for credit is expected promptly.
- There is no credit extended for individual items (ala carte items) selected from the menu or snack options.
- Account Balances can be viewed at no charge and payments can be made on line at *myschoolbucks.com*
- Weekly email notifications are sent when accounts are negative or below \$20.00
- Letters will be sent when accounts are negative.
- Free & Reduced Meal Applications are available on line or at school. If approved, the extended credit must be repaid promptly.

If you **DO NOT** want your child to charge school meals, please sign below and return this letter to the above address.

Please inform our child of this decision. You understand and agree you are responsible for all previously accrued charges to your child's account.

PLEASE PRINT

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

E-mail  
address \_\_\_\_\_

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- (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](mailto:program.intake@usda.gov).

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